

B.A./B.Sc./B.COM DEGREE END SEMESTER EXAMINATION - OCTOBER 2019**SEMESTER –5: ENGLISH COPY EDITOR (OPEN COURSE)****COURSE: U5OCENG1: ENGLISH FOR CAREERS***(For Supplementary 2014 admission)*

Time: Three Hours

Max. Marks: 75

Answer all the following questions.

1. Correct the sentence if necessary
I shall buy one of the radios that is on sale.
2. Fill in the blanks with appropriate word.
The father divided his property among his sons lest they quarrel afterwards
3. Choose the option that fits better than the underlined part in the sentence.
One cannot be indifferent to ones health, can't one?
a) can't be b) can one c) isn't itd) couldn't one
4. Punctuate the following sentence
the boy will be hung said the gentleman in the white waist coat i know that the boy will be hung.
5. Convert the following sentences into passive form
Did someone tell the students about the trip?
6. Rearrange the parts to produce correct sentence.
Only/ to make himself/ by shouting at the top of his voice/ was he able/ heard.
7. Arrange the words in proper order to form a meaningful sentence.
bus always Monday takes o'clock on eight mornings the Jeremy
9. Choose the correct phrasal verb
I am impressed you have so much of your English by surfing the internet!
a) picked on b) picked at c) picked up d) picked of
10. Fill in the blanks using appropriate articles
I'm not going to work today. I've got cold and terrible headache.

(1 x 10 = 10)

PART B**Answer any eight of the following questions, each in two or three sentences.**

11. Psychological barriers to communication
12. Five stages of the process of communication.
13. What is the difference between listening and hearing?
14. Purposes of a covering letter.
15. Mention three ways of improving group dynamics.
16. Five phases of presentation.
17. Importance of group discussion.

- 18. Define Democratic communication.
- 19. What is signposting?
- 20. What is nonverbal communication?

(2 x 8 = 16)

PART C

Answer any five of the following, each in fifty words

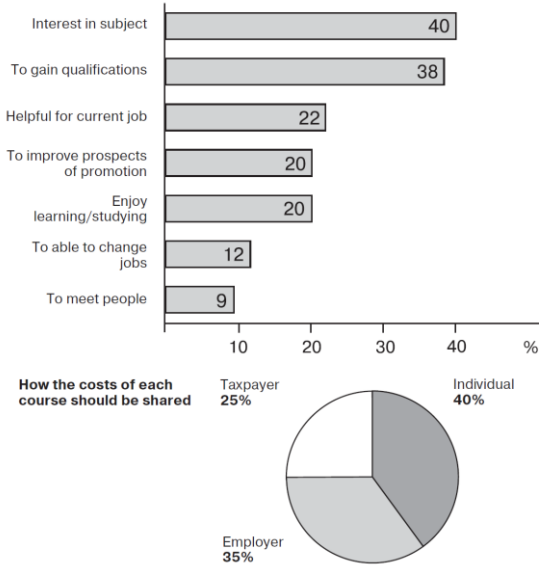
- 21. Barriers to listening.
- 22. Briefly explain people skills.
- 23. What are non-verbal items in a presentation? What are the advantages of using them in a presentation ?
- 24. What are ethics?
- 25. Role of visual aids in communication
- 26. Write a note on team building
- 27. You are the secretary of the college film club, which is organizing a short-film competition. Draft a notice in not more than 50 words inviting participation of film enthusiasts in your college. Give other essential details too.

(5 x 5 = 25)

PART D

IV. Answer any two, each in not less than 300 words.

- 28. Flipkart has invited applications for the position of copywriters. Prepare a résumé and covering letter to apply for the post.
- 29. Write a letter of complaint to the local body on the increasing menace of street dogs in your neighbourhood
- 30. Write an imaginary conversation between a doctor and a patient diagnosed with cancer.
- 31. The charts below show the results of a survey of adult education. The first chart shows the reasons why adults decide to study. The pie chart shows how people think the cost of adult education should be shared. Write a report for the Department of Sociology in your college describing the information shown below.



Higher Education Department Survey 2015.

(12 x 2= 24)