

**B.A / B.COM / B.SC DEGREE END SEMESTER EXAMINATION - OCTOBER / NOVEMBER 2018****SEMESTER 5 : ENGLISH (OPEN COURSE)****COURSE : 15U50CENG1 : ENGLISH FOR CAREERS***(Common For Regular - 2016 Admission & Supplementary - 2014 / 2015 Admissions)*

Time : Three Hours

Max. Marks: 75

**Section A****Answer the following (1 marks each)**

1. 'Do you want to see the cathedral?' said the guide. [Change into indirect speech]
2. Professor Jones, . . . man who discovered . . . new drug that everyone is talking about, refused to give . . . press conference. [Insert articles if necessary]
3. He accused me . . . selling secret information . . . the enemy. [Insert appropriate prepositions]
4. Make a sentence using 'As things stand...'
5. The dog or the cats (is, are) outside. [Rewrite using the appropriate verb form]
6. so / to / itchy / is / that / I / wait / My / off. / uniform / can't / take / it [Arrange the words to form a meaningful sentence]
7. The mob broke all the shop windows in recent riots. [Change into passive voice]
8. Your money could be put to good use instead of being left idle in the bank. [Change into active voice]
9. So we'd better get back in the car. [Add appropriate question tag]
10. Make a sentence using 'Lately...'

**(1 x 10 = 10)****Section B****Answer any 8 (2 marks each)**

11. What is topic based group discussion?
12. Purpose of a covering letter.
13. Briefly explain the importance of body language in an interview.
14. What is Passive listening?
15. What is a jargon?
16. What do you mean by 'inference'?
17. Communication cycle.
18. What is proxemics?
19. Intra personal communication.
20. What is IRSF strategy in conversation?

**(2 x 8 = 16)**

### Section C

#### Answer any 5 (5 marks each)

21. Write a note on Group discussion.
22. Prepare five slides for a presentation on the topic 'Pollution'.
23. What are the barriers to effective communication?
24. Language as a tool of communication.
25. Imagine you are not satisfied with the servicing of your car and you want to complain about it to the service manager. Prepare a telephone conversation between you and the service manager.
26. 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 essential details too.
27. Assume that you are working as an accountant with Tata Consultancy Service. Now you want to pursue your studies. Draft a resignation letter addressed to the General Manager (Accounts).

(5 x 5 = 25)

### Section D

#### Answer any 2 (12 marks each)

28. Prepare curriculum vitae for applying to the post of Probationary Officer in State Bank of India.
29. Prepare a group discussion on 'Faith and Superstition in the Indian Society' with atleast four participants.
30. Write a letter of complaint to the local body on the increasing menace of street dogs in your vicinity.
31. You are a member of the commission appointed to study the causes of the poor performance of students in the University examinations in the last few years. Prepare a report of your study.

(12 x 2 = 24)