

B A DEGREE END SEMESTER EXAMINATION - OCT. 2020 : JANUARY 2021**SEMESTER 5 : OPEN COURSE ENGLISH****COURSE : 15U5OCENG1 : ENGLISH FOR CAREERS***(Common for Regular - 2018 Admission & Supplementary 2017/2016/2015 Admissions)*

Time : Three Hours

Max. Marks: 75

PART A**Answer All (1 mark each)**

1. 'Do you want to see the cathedral?' said the guide. [Change into indirect speech]
2. Make a sentence using 'As things stand...'
3. Professor Jones, . . . man who discovered . . . new drug that everyone is talking about, refused to give . . . press conference. [Insert articles if necessary]
4. He accused me . . . selling secret information . . . the enemy. [Insert appropriate prepositions]
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)**PART B****Answer any 8 (2 marks each)**

11. What is topic based group discussion?
12. What is the 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. Describe a communication cycle.
18. What is IRSF strategy in conversation?
19. What is proxemics?
20. Write a note on intra personal communication.

(2 x 8 = 16)**PART 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. 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.
24. What are the barriers to effective communication?
25. Language as a tool of communication. Discuss.

26. 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).
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 essential details too.

(5 x 5 = 25)

PART 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)