

**UNDERGRADUATE END SEMESTER EXAMINATION : OCTOBER 2022**  
**SEMESTER 5 : ENGLISH (OPEN COURSE)**

**COURSE : 19U5OCENG01 : ENGLISH FOR CAREERS**

*(For Regular - 2020 Admission and Supplementary - 2016/2017/2018/2019 Admissions)*

Time : Three Hours

Max. Marks: 75

**PART A**

**Answer All (1 mark each)**

1. Write a note on the characteristics of the job interview
2. Explain 'bridge number'?
3. Define Speech rate?
4. What are reflective questions in an interview?
5. It is a pity Ann didn't come with us. [Add appropriate question tag]
6. You take sugar in tea. [Add appropriate question tag]
7. They feed the seals at the zoo twice a day. [Change into passive voice]
8. Carlos is the only one of those students who (has, have) lived up to the potential described in the yearbook.
9. Make a sentence using 'Lately...'
10. 'If you want to smoke you'll have to go upstairs,' said the bus conductor. [Change into indirect speech]

**(1 x 10 = 10)**

**PART B**

**Answer any 8 (2 marks each)**

11. It is a high pay job. (correct the error)
12. While walking on the sidewalk, Mary found a sparkly girl's bracelet. (correct the error)
13. What is meant by professional ethics?
14. What is horizontal communication?
15. What do you mean by 'inference'?
16. Explain the role of body language in an interview?
17. What is curriculum vitae?
18. What are the leadership skills required in a Group Discussion?
19. What is the purpose of a covering letter?
20. She tried to sneak out of the house her mother saw her leaving. (correct the error)

**(2 x 8 = 16)**

**PART C**

**Answer any 5 (5 marks each)**

21. Write a note on Interpersonal skills.
22. You have been invited by an NGO to inaugurate a medical aid centre for the poor and the needy in your area. Write a letter accepting the invitation.
23. Explain the importance of Audience Analysis

24. You have purchased a smart phone and you find that it is not working smoothly. Write a letter of complaint addressed to the Manager, Customer care, Samsung Electronics, Mumbai.
25. Language as a tool of communication. Discuss.
26. Analyse the contribution of Body Language in delivering a good presentation?
27. Prepare five slides for a presentation on the topic 'Demonitisation'.

**(5 x 5 = 25)**

**PART D**

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

28. Write a report on the possibility of opening a cafeteria in your college.
29. *The New Indian Express*, national daily is hiring qualified graduates for the post of subeditors. Write a resume and covering letter to apply for the post.
30. Write a essay on Etiquette and basic rules of interview?
31. Prepare a group discussion on 'Threats to Indian Secularism' with atleast five participants.

**(12 x 2 = 24)**