



III Semester All U.G. Courses Examination, February/March 2024
(NEP) (Freshers and Repeaters)
ENGLISH (Open Elective)
Spoken English for Corporate Jobs

Time : 2½ Hours

Max. Marks : 60

Instruction : Answer all the Sections.

- I. Answer **any five** of the following questions in a sentence or **two** : (2×5=10)
- 1) What is "Constructive Criticism" ?
 - 2) Why is profiling the audience the most important step in designing a speech ?
 - 3) What is meant by Social Etiquettes ?
 - 4) Explain "Body Language". Give one example.
 - 5) Define two way conversations.
 - 6) Give two examples of cultural differences that could create barriers in effective communication.
 - 7) Define a pro-active mind-set.
- II. Answer **any four** of the following questions in a page **each** : (4×5=20)
- 1) Briefly explain the conceptual model of a corporate firm.
 - 2) You have been promoted to the post of a Vertical Commercial Head in your company. Draft a brief "Acceptance Speech".
 - 3) Draft a brief "Vote of Thanks" Speech to be delivered on the occasion of a team get-together organised by the Management of your company.
 - 4) Write a brief note on the levels of Language Fluency.
 - 5) What should be the criteria for choosing Audio-Visual aids for a presentation ? Explain briefly.
 - 6) Write a brief note on Laray Barna's sources of miscommunication in cross cultural exchanges.

P.T.O.



III. Answer **any three** of the following questions in about **two pages each** : (3×10=30)

- 1) Explain with examples the importance of effective communicative competency in a Front Desk Manager.
- 2) Enumerate and explain the basic principles of effective presentations.
- 3) What is meant by the term Power-Point Presentation ? Describe in detail the steps to prepare an effective Power-Point presentation.
- 4) Explain the role of effective intonation and voice modulation in a business enterprise.
- 5) Comment on the use of “politeness strategy” in the corporate world.