

D3BFE2305

Reg. No.....

Name: .....

**THIRD SEMESTER BA DEGREE EXAMINATION, NOVEMBER 2024**

**(Regular/Improvement/Supplementary)**

**FUNCTIONAL ENGLISH: Complementary Course for Journalism & Mass Communication**

**GFEN3C11T: ENGLISH FOR COMMUNICATION III**

**BUSINESS COMMUNICATION**

**Time: 1 ½ Hours**

**Maximum Marks: 40**

**SECTION A: Answer the following questions. Each carries *two* marks.**

**(Ceiling 12 marks)**

1. All our efforts in entering this new market *went down the drain*. Give the meaning of the idiom used in the sentence.
2. Identify and correct the incorrect collocations in the sentences.
  - a. She did a mistake in the report.
  - b. I need to give an exam tomorrow.
3. Define communication.
4. What are notices used for?
5. What is curriculum vitae?
6. Mention two examples of interpersonal communication.
7. Give two merits of E-communication.

**SECTION B: Answer the following questions. Each carries *five* marks.**

**(Ceiling 18 marks)**

8. What are the characteristics and functions of grapevine communication?
9. What is the importance and impact of e-communication?
10. Give an account on the etiquettes in an interview.
11. Draft a notice of approximately 100-150 words to be displayed on the college notice boards, informing students about the upcoming Inter-College Cultural Fest.
12. Draft a covering letter for the given position:

You are a recent graduate with a degree in Computer Science. You are applying for the position of Junior Software Developer at ABC Tech, a leading technology company known for its cutting-edge software solutions. The job posting highlights the need for candidates with proficiency in programming languages such as Java and Python, problem-solving skills, and the ability to work collaboratively in a team environment.

**(PTO)**

**SECTION C: Answer any *one* question. The question carries *ten* marks.**

13. Draft a one-page resume for the given position:

You have recently completed a degree in Electrical Engineering and are applying for the position of Junior Electrical Engineer at GreenTech Solutions, a company focused on renewable energy projects. The job posting emphasizes the need for candidates with experience in circuit design, proficiency in AutoCAD, strong analytical skills, and the ability to work in a team environment.

14. Draft a one-page CV tailored for an entry-level junior copywriter position.

**(1 × 10 = 10 Marks)**