

D5BFE2105

Reg.No.....

Name:

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023

(Regular/Improvement/Supplementary)

FUNCTIONAL ENGLISH

GFEN5D03T: ENGLISH FOR PROFESSIONAL SUCCESS (OPEN COURSE)

Time: 2 Hours

Maximum Marks: 60

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

(Ceiling 20 Marks)

1. Enlist the limitations of upward communication.
2. Why is downward communication regarded important?
3. Comment on formal meeting.
4. Mention the three stages of collection letters.
5. What is the most important point of a cover letter?
6. Why is the subject line important in E-mail?
7. Write one feature of a business letter with courtesy.
8. Why should questions be allowed at the end of a meeting?
9. List out the objectives of a selection interview.
10. What is chairing a meeting?
11. Point out the advantages of guided presentations.
12. What is a monologue presentation?

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

(Ceiling 30 Marks)

13. What is the importance of supporting material in making presentations effective?
14. How can visual aids act as a great support in presentation?
15. Mention different types of interviews.
16. Write a cover letter for a job as an IT Manager explaining your top capabilities in computer system maintenance and management.
17. How does the chair deal with “difficult” people?
18. What suggestions would you give a fresher for better interview performance?
19. As a former student, write an e-mail to your professor thanking him/her for teaching and guidance that contributed to your overall development.

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

20. Explain the C's of good communication.
21. Discuss in detail the different types of business letters.

(1 x 10 = 10 Marks)

