



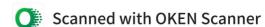
III Semester All U.G. Courses Examination, February/March 2024 (NEP) (Freshers and Repeaters) ENGLISH (Open Elective) Spoken English for Corporate Jobs

Time: 21/2 Hours Max. Marks: 60

Instruction: Answer all the Sections.

- Answer any five of the following questions in a sentence or two: (2x5=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.
 - Define a pro-active mind-set.
- II. Answer any four of the following questions in a page each: (4x5=20)
 - 1) Briefly explain the conceptual model of a corporate firm.
 - You have been promoted to the post of a Vertical Commercial Head in your company. Draft a brief "Acceptance Speech".
 - 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.

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- III. Answer any three of the following questions in about two pages each: (3x10=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.