Reg.No. \_\_\_\_\_\_\_\_\_\_\_\_

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**End Semester Examination – Nov/Dec – 2018**

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| **Code :** | **14EN2002** | **Duration :** | **3hrs** |
| **Sub. Name :** | **PROFESSIONAL ENGLISH II** | **Max. marks :** | **100** |

**ANSWER ALL QUESTIONS (5 x 20 = 100 Marks)**

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| **Q. No.** | **Sub Div.** | **Questions** | **Course Outcome** | **Marks** |
| 1. | a. | List out the types of communication and its functions in a workplace situation. | CO1 | 10 |
| b. | Suggest how to overcome the various communication barriers. | CO1 | 10 |
| (OR) | | | | |
| 2. | a. | Discuss how body language can be used to improve the effectiveness of a verbal message during an oral communication. | CO2 | 15 |
| b. | Explain an internal communication. | CO2 | 5 |
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| 3. | a. | Give the standard format of a business letter. | CO1 | 14 |
| b. | Imagine you are the Student Secretary of the college. Draft a welcome speech for the Sports Day function in your college. | CO2 | 6 |
| (OR) | | | | |
| 4. | a. | Your brother is going to attend a job interview for the post of a research assistant in a field of Nanoscience. Suggest him how to prepare and perform in the interview. | CO3 | 14 |
| b. | Identify two frequently asked questions in a job interview and write the reply for the same. | CO1 | 6 |
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| 5. | a. | Imagine a group discussion to have been held among a group of five teammates. The topic given was, “Indian villages have to be modernized”. Discuss the possible arguments and counter arguments in this regard. The discussion may be presented in the form of dialogues. | CO3 | 15 |
| b. | Enlist the characteristics of a successful group discussion. | CO1 | 5 |
| (OR) | | | | |
| 6. |  | Imagine you are the news paper Reporter. Write a report about the Inter collegiate Sports meet held at your university at the national level. | CO3 | 20 |
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| 7. | a. | You are the Public Relations Officer of a company. Draft a circular to all the staff about the Annual Business Conference. Include the Venue, Date and Time and Theme of the conference. | CO3 | 8 |
| b. | Write a personal e-mail to your father narrating your queer experience at the interview for the placement you have attended. | CO1 | 12 |
| (OR) | | | | |
| 8. | a. | Prepare 7 slides on the topic ‘How to maintain Interpersonal Communication in a Workplace Situation’ with proper layout. | CO2 | 10 |
| b. | As the Stores Manager of the company, write a memo to the Supplies Manager by requesting him to supply certain quantities of stationery consumables for internal utility. | CO1 | 10 |
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|  | | **Compulsory**: |  |  |
| 9. | a. | Draft an inquiry letter to wholesale dealer requesting for a copy of latest catalogue price to purchase sports goods for your club. | CO2 | 15 |
| b. | Attempt a catchy advertisement for a ceiling fan. | CO3 | 5 |