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



**End Semester Examination – Nov/Dec–2019**

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| **Code :** | **16EN2002** | **Duration :** | **3hrs** |
| **Sub. Name :** | **PROFESSIONAL ENGLISH** | **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. | Substantiate the statement that ‘the success of the business depends upon the communication as it is the life blood of businesses’. | CO1 | 15 |
| b. | Give some examples for internal and external communications. | CO1 | 5 |
| **(OR)** | | | | |
| 2. | a. | Explain the components of body language and how it can be used effectively in speaking activity. | CO1 | 10 |
| b. | Describe the types of communication expressed through the following diagram. | CO1 | 10 |
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| 3. | a. | Why care should be taken to avoid barriers in communication? | CO2 | 5 |
| b. | Identify any four barriers and explain about their roles in hindering the process communication. | CO1 | 15 |
| **(OR)** | | | | |
| 4. | a. | Write a memo to staff of sales department directing them to attend a meeting arranged next week to discuss the prospects of increasing the sales of the company’s product. | CO3 | 10 |
| b. | Correct the mistakes.  i) Avoid **to copy** others.  ii) Everyone at home **preyed** to God.  iii) The doctor prevented him **to take** sugar.  iv)We need the entire amount **for** advance.  v) I **investigated** the case tomorrow. | CO1 | 5 |
| c. | Rewrite as directed   1. Combine the two sentences:   Walk fast. You would miss the train.   1. Complete the sentence:   Give me some money. Otherwise………….   1. Punctuate the following sentence   mary curie was a great scientist   1. Fill in with correct verbs   Yesterday Raju…… (see) a puppy on his way to school.   1. Fill in with appropriate article   He bought ------- (a/an/the) very beautiful car. | CO1 | 5 |
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| 5. | a. | Prepare a circular informing the students about the intercollegiate competition to be conducted by your department. | CO3 | 10 |
| b. | Imagine you are the chairman of your company. Deliver a speech to your employees about the need for improving the marketing and sales of your company products. | CO1 | 10 |
| **(OR)** | | | | |
| 6. | a. | Write a paragraph on the topic ‘How to investigate the cybercrime?’ | CO1 | 10 |
| b. | Imagine you are participating in a group discussion on *The use and abuse of mobile phones*. Present your discussion in the form of a conversation. | CO1 | 10 |
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| 7. | a. | How would you prepare yourself for an interview? | CO1 | 5 |
| b. | Answer the following questions that would be asked during the interview.  i) Why have you chosen our company to work?  ii) Tell me something about your achievements as a student.  iii) Imagine your colleague is unwilling to work with you as a team. How would you solve this issue? | CO2 | 15 |
| **(OR)** | | | | |
| 8. | a. | Write a letter to your HOD requesting him to give bonafide certificate for obtaining education loan. | CO3 | 10 |
| b. | Prepare an advertisement for secret cameras that could be used at home and in shops. | CO3 | 10 |
|  | | **Compulsory**: | | |
| 9. |  | Imagine you are the newspaper reporter. Write a report about the recent cricket/football match played at international level in your city. | CO3 | 20 |