

G 3492



00003492



Reg. No.....

Name.....

B.A./B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, JUNE 2026

Fifth Semester

Open Course—ENGLISH FOR CAREERS

(2014—2016 Admissions—Mercy Chance)

[For Private Registration Candidates]

Time : Three Hours

Maximum Weight : 25

Instructions : *This question paper contains two sections. Answer Section I questions in the answer book provided. Section II Internal Examination questions must be answered in the question paper itself. Follow the detailed instructions given under Section II.*

Section I

PART A

*Answer **all** questions from this Part.*

*Each bunch of four **questions** carries a weight of 1.*

Choose the correct answer from the following :

I. 1 Identify the correctly spelt word :

- | | |
|----------------|----------------|
| (a) Fascinate. | (b) Fassinate. |
| (c) Facsinate. | (d) Fasinate. |

2 Choose the word that is closest to the meaning of 'put out'.

- | | |
|----------------|--------------------|
| (a) Expect. | (b) Extinguish. |
| (c) Entertain. | (d) None of these. |

3 The synonym of 'lenient' is :

- | | |
|--------------------|--------------------|
| (a) Compassionate. | (b) Pensive. |
| (c) Brief. | (d) None of these. |

Turn over





G 3492

- 4 The antonym of 'shallow' is :
- (a) Trivial. (b) Deep.
(c) Slight. (d) None of these.
- II. 5 Give one word for 'a person who presents a programme'.
- (a) Anchor. (b) Florist.
(c) Usurer. (d) None of these.
- 6 If you had helped him he _____ his work.
- (a) Could complete. (b) Could have completed.
(c) Completed. (d) None of these.
- 7 He is suffering _____ cancer and is not likely to survive long (use preposition)
- (a) For. (b) From.
(c) With. (d) None of these.
- 8 At a party, he is always in high spirits. Here 'high spirits' means :
- (a) Talkative. (b) Cheerful.
(c) Drunk. (d) Uncontrollable.
- III. 9 A covering letter and a curriculum vitae forms part if :
- (a) A circular letter. (b) An application letter.
(c) A Memmo. (d) None of these.
- 10 A good way to identify the objective of your presentation is to begin with :
- (a) Ice breaking. (b) Trimming.
(c) Emotional appeal. (d) None of these.
- 11 In the sentence 'Jack and John are friends', the conjunction connects.
- (a) Nouns. (b) Prepositions.
(c) Verbs. (d) Noun phrase.





G 3492

- 12 Which of the following is an important aspect of an effective communication ?
- (a) A booming voice. (b) A big hall.
(c) Long explanations. (d) Logical explanations.
- IV. 13 Which among the following is the correct 'complementary close' ?
- (a) Your's truly. (b) Your's sincerely.
(c) Yours obediently. (d) All of these.
- 14 The idiom 'once in a bluemoon' means :
- (a) Frequently. (b) Rarely.
(c) Never. (d) Once in a year.
- 15 Which among the following is a visual aid used in presentations ?
- (a) Flip charts. (b) Overhead Projectors.
(c) Power Point Projections. (d) All of these.
- 16 In an interview, it is advisable not to :
- (a) Look into the eyes of the interviewer.
(b) Lean back in your chair.
(c) Ask direct polite questions.
(d) None of these.

(4 × 1 = 4)

PART B

*Answer any **five** of the following each in a sentence **or** two.
Each question carries a weight of 1.*

- 17 What are the characteristics of a good report ?
- 18 What is the purpose of a QB style resume ?
- 19 What is the importance of your language and behaviour in a Group discussion ?
- 20 What are the objectives of a presentation ?

Turn over





G 3492

- 21 What is the role of 'gesticulations' in an interview ?
- 22 What are the features of a debate ?
- 23 What are the guidelines to be followed while sending a letter through an e-mail ?
- 24 What are the required soft skills for an effective presentation ?

(5 × 1 = 5)

PART C

*Answer any **four** of the following each in about 100 words.*

Each question carries a weight of 2.

- 25 Write a letter of job application to the M.D. of Comptex Ltd applying for the post of Assistant Manager.
- 26 Prepare a curriculum vitae for applying to the post of sub-editor in a newspaper.
- 27 Write a short notes on front office management.
- 28 What is telephone etiquette ?
- 29 What is the procedure for a group discussion ?
- 30 What are the different tools used in a presentation ?

(4 × 2 = 8)

PART D

*Answer any **two** of the following questions each in about 200 words.*

Each question carries a weight of 4.

- 31 Write a group discussion with four participants on the issue "Plastics : A boon or bane".
- 32 Write an interview to be conducted for the post of computer operator in your company. Suppose there are four members in the board to interview a candidate.
- 33 Write a presentation on "The Control of Epidemics and other diseases.

(2 × 4 = 8)

