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Term-End Examination

December, 2012

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

Note : All the questions are to be answered in english language only. Q. 1 is *compulsory*. Attempt *any four* questions out of Q. 2 to Q. 8.

1. Fill in the blanks: 7x2=14
- (a) Let him be arrested _____ he may be found.
- (i) Whatever
 - (ii) Whichever
 - (iii) Wherever
 - (iv) Whenever
- (b) _____ his children, there were present his nephews and nieces.
- (i) Beside
 - (ii) - Besides
 - (iii) Apart
 - (iv) In spite of

- (c) He has no aptitude _____ business.
- (i) for
 - (ii) of
 - (iii) to
 - (iv) at
- (d) His attempt has been deliberate _____
certain matters.
- (i) for
 - (ii) to
 - (iii) on
 - (iv) from
- (e) Synonym of 'calamity' is _____.
- (i) Fortune
 - (ii) Prosperity
 - (iii) Adversity
 - (iv) Captivity
- (f) Antonym of 'Exempt' is _____.
- (i) Exclude
 - (ii) Release
 - (iii) animate
 - (iv) hold
- (g) 'To rule the roost' means _____.
- (i) pardonable
 - (ii) to dominate
 - (iii) to support
 - (iv) by unfair means

2. How business correspondence is different from
personal correspondence ?

14x1=14

3. Comment on the importance of kinesics and audience analysis in an oral presentation ? $14 \times 1 = 14$
4. Discuss various elements of a good resume. What points would you bear in mind while writing the job application letter ? $14 \times 1 = 14$
5. In what way does personal appearance of the speaker contribute to his oral presentation. $14 \times 1 = 14$
6. Discuss various success factors nearly every company is looking in the prospective employee and also comment on the major reasons of failure in a job interview. $14 \times 1 = 14$
7. What are the various techniques of group discussion ? How non-verbal communication plays an important role in a GD ? $14 \times 1 = 14$
8. Write short notes on *any four* of the following : $4 \times 3.5 = 14$
 - (a) Primary stress and secondary stress
 - (b) Local and audience analysis
 - (c) Style and tone of business letters
 - (d) Distributed data processing
 - (e) Significance of Punctuation
 - (f) Types of auxiliary verbs.