OIEL-001

DCLEVI / DMEVI / DELVI / DECVI / DCSVI / ACCLEVI / ACMEVI / ACELVI / ACECVI / ACCSVI

Term-End Examination

⊓⊓259 **December, 2017**

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours   *Maximum Marks : 70*

*Note : Answer any **five** questions. All questions carry equal marks.*

1. As the product manager of a software company, write a memo to your immediate superior stressing the need to make necessary improvisations in your product to meet the current market demand. *14*

2. Write a letter to the HR Head of your company (operating in oil sector) requesting for introducing a "fire safety" training programme for unskilled employees. *14*

3. Prepare a CV highlighting your unique achievements for the position of Assistant Engineer in an MNC. *14*

4. What is the importance of body language in face-to-face communication ? Give any five examples to explain. *14*

5. Why is voice modulation important for a public speaker ? Explain how visual aids help a presenter. *5+9=14*

6. What are the basic things one should keep in mind while appearing for a job interview ? *14*

7. What are the different types of interviews ? Explain the importance of gestures and postures in interviews. *5+9=14*

8. What is a group discussion ? What are the attributes an employer looks for during a group discussion ? *4+10=14*