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Term-End Examination

June, 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 questions no. (2) to q.no.(8).

1. Fill in the blanks : 2x7=14
- (a) Past form of 'sweep' is _____
(i) Sweeped (ii) Sweept
(iii) Swept (iv) Swipt
- (b) He is the man _____ we all respect.
(i) Which (ii) What
(iii) Who (iv) Whom
- (c) Synonym of 'Reveal' is _____ .
(i) Confine (ii) Confirm
(iii) Conceal (iv) Disclose
- (d) The _____ chapters are lacking in interest.
(i) Late (ii) Later
(iii) Latter (iv) Lately

- (e) Lights emanates _____ the sun.
(i) of (ii) off
(iii) by (iv) from
- (f) Spot the mis-spelt word and write in the provided space _____.
(i) Abundance
(ii) Redundent
(iii) Incompetent
- (g) Antonym of Forerunner is _____.
(i) Ancestor
(ii) Follower
(iii) Front runner
(iv) Useless.

2. Write a resume for the post of Trainee Engineer in a leading company. Use chronological resume style and incorporate necessary details. **14x1=14**
3. "The increasing complexity of the technological world of the future is likely to require more of basic writing and speaking skills in business". Discuss this statement with suitable examples. **14x1=14**
4. What can you do to create a favourable impression when you discover that an open - ended interview has turned into a stress interview. **14x1=14**

5. "Group discussion have become an integral part of the selection process today". Justify group discussion as a device for judging the personality of candidates, their communication skills, knowledge and their ability to work as a team. **14x1=14**
6. What are the skills required to write a business letter from readers perspective ? **14x1=14**
7. Define visual aids ? How far are these useful in a presentation ? **14x1=14**
8. Write short note on *any four* of the following :
- (a) Role and functions of correspondence **3.5x4=14**
 - (b) Voice Modulation
 - (c) Employer's expectations
 - (d) MIS
 - (e) Body Language
 - (f) Phonetics.
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