

**DCLEVI / DMEVI / DELVI / DECVI / DCSVI /
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ACCSVI**

Term-End Examination

June, 2013

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

Note : *Attempt any five questions. Question No. 1 is compulsory.*

This question contains 7 objective type questions.

Write the correct answer in answer book. **7x2=14**

1. (a) Impromptu speech is :
- (i) Para linguistics
 - (ii) Gymnastics
 - (iii) Informal and subjective
 - (iv) Formal
- (b) Letter of Quotation means :
- (i) Letter of Reference
 - (ii) Letter of illustration
 - (iii) Letter of statement
 - (iv) Letter of Rate/price list of items for

(c) There is one word in which prefix is wrong :

- (i) Unknown
- (ii) Unprofessional
- (iii) Uncouth
- (iv) Unnatural

(Instruction : for question no. d, e, f, g)

Do as directed in the brackets.

- (d) He aimed his gun _____ the tiger.
(Insert a suitable preposition)
- (e) This is the most recent novel isn't it
(Punctuate the sentence.)
- (f) He is _____ University professor.
(Insert a suitable article)
- (g) One should be very attentive to his duty.
(correct it)

- 2. Draft your curriculum vitae in which you have to discuss about your unique selling properties. **14**
- 3. What are the paralinguistic features of presentation strategies ? How could articulation be improved by voice - modulation ? **14**
- 4. Draft a sales letter to all Universities to promote the sales of a new book on the working of democracy in India that your firm has just published. **14**

5. Discuss the points one should bear in mind for effective participation in a Group Discussion. 14
6. What traits/qualities does an employee look for in a candidate while interviewing him? 14
7. What is phonetic transcription? How does the phonetic transcription help in language learning? Describe. 14
8. Write short notes on **any four** of the following :
- (a) Discuss the principles of writing effective letters 3.5x4=14
 - (b) Classification of Incoming-mail
 - (c) Formal and Informal letters
 - (d) Role and function of correspondence
 - (e) Do's and Don'ts of Resume
 - (f) Audience awareness in a real presentation
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