

**DCLEVI / DMEVI / DELVI / DECVI / DCSVI /
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Term-End Examination

00754

June, 2017

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

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

1. (a) What are the main features of resume writing? 7
- (b) Make your own resume in brief, without revealing your identity. 7
2. (a) "Presentation is an art." Justify the statement with the help of suitable examples for an excellent presentation. 7
- (b) What are the guidelines to make a presentation interesting? 7
3. (a) What is fear and shyness in communication? 7
- (b) How can one overcome the problem of fear and shyness? 7

4. "Paralinguistics is concerned with how words are spoken, i.e., the volume, the intonation, the speed, etc." Explain the statement with the help of suitable examples. 14
5. (a) What are the various types of correspondence? Give suitable examples. 7
- (b) Explain the process of receipt and dispatch of mail. 7
6. Critically analyse the role of audience in Public speaking. 14
7. (a) Do you think it is easier to prepare and make a presentation in a team than individually? Why/Why not? 7
- (b) How is evaluation carried out for group discussion? 7
8. Write short notes on any **two** of the following : 2×7=14
- (a) Phonetics
- (b) Odd and Even Scheme for Pollution Control
- (c) Barriers to Effective Communication
- (d) Global Warming
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