

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

Term-End Examination

June, 2015

00686

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

Note : *All the questions are to be answered in English language only. Question no. 1 is **compulsory**. Attempt any **four** questions out of questions no. 2 to 8.*

1. Fill in the blanks :

7×2=14

(a) Synonym of 'Apposite' is

- (i) neat
- (ii) huge
- (iii) suitable
- (iv) invisible

(b) Spot the mis-spelt word :

- (i) splendid
- (ii) humane
- (iii) greivous

- (c) Past form of 'burst' is
- (i) bursted
 - (ii) burst
 - (iii) burstid
- (d) He is _____ M.L.A.
- (i) a
 - (ii) an
 - (iii) the
- (e) A person who is able to use both hands equally is known as
- (i) ambidextrous
 - (ii) ambiguous
 - (iii) garrulous
- (f) The horse and carriage _____ standing outside.
- (i) are
 - (ii) were
 - (iii) is
- (g) Antonym of 'Amateur' is
- (i) unfriendly
 - (ii) professional
 - (iii) inactive
 - (iv) inaccurate

2. What is meant by theme presentation ? Discuss the types of presentations.

3. What is a letter of complaint ? Write a letter of complaint to a supplier who has sent you a consignment of goods, with damaged articles. 14
4. What is an interview ? State all the different types of interviews. 14
5. What is non-verbal communication ? Discuss the importance of body language in an oral presentation. 14
6. Between listening and speaking, which is more important in a group discussion ? What are the other things besides language that you have to take care of while participating in a group discussion ? 14
7. Write your resumé for the post of a Production Manager in a reputed concern in Gurgaon. 14
8. Write short notes on any *four* of the following : $4 \times 3 \frac{1}{2} = 14$
- (a) Steps for a Successful Presentation
 - (b) Combating Stage Fright
 - (c) Types of Business Letters
 - (d) Visual Aids
 - (e) Useful Suggestions for Resumé writing
 - (f) Phonetics
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