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Term-End Examination

December, 2011

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

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

1. This question contains 7 objective type questions.
Write the suitable answer on the answer book. $7 \times 2 = 14$
 - (a) Touching and rubbing nose communicates :
 - (i) Confidence
 - (ii) Aggression
 - (iii) Doubt bying
 - (iv) Boredom
 - (b) Extempore speech is :
 - (i) Readymade speech
 - (ii) Prepared speech
 - (iii) Premediated speech
 - (iv) No prior preparation or thought
 - (c) Memo reports are circulated within :
 - (i) Group of businessmen
 - (ii) Persons of different professions
 - (iii) A company or an office
 - (iv) None of the above

Instruction : for question no. d, e, f, g - Do as directed.

- (d) Please append your sign here. (correct it)
 - (e) I said to him " you are always late" (change into directed speech)
 - (f) People say that Mohan is very laborious. (change into passive voice)
 - (g) The post for which no salary is paid. (substitute a single word for this expression)
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- 2. What is the importance of Kinesics (Body language) and Audience Analysis in an oral presentation ? 14
 - 3. Write a job application for the post of a software engineer in a reputed firm, inventing necessary details yourself. 14
 - 4. Why do employers use Group Discussion as one of the instruments for effective participation in a Group Discussion ? 14
 - 5. Write a note on different types of employment interviews, describing clearly the purposes for which they are held. 14
 - 6. What are the different modes of Business Communication ? Discuss in detail. 14

7. Draft an informal invitation to Shri M. N. Khan 14
for dinner with you on 16 June, 2011.
8. Attempt *any four* of the following : 3.5x4=14
- (a) Role of visual-aids in presentation
 - (b) Structure and principles of formal letter writing.
 - (c) Classification of Mails.
 - (d) Give synonyms for the following words :
Abandon, candid, Deliberate, Fabricate, Emolument.
 - (e) Give antonyms for the following words :
Scanty, Abundant, Endanger, Pacify, Cautions.
 - (f) Objective style contrary to literary style.
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