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BTCSVI/BTECVI/BTMEVI/BTELVI/BCLEVI

Term-End Examination

June, 2011

OIEL-001 : TECHNICAL ENGLISH

Time : 3 hours

Maximum Marks : 70

Note : *Answer any seven questions. Each question carries 10 marks.*

1. Differentiate the following giving an example in each case. **5x2=10**
 - (a) Transitive and Intransitive Verbs.
 - (b) Relative Pronoun and Interrogative Pronoun.

2. Write short notes on : **5x2=10**
 - (a) Importance of Punctuation in writing.
 - (b) Phonetic Transcription.

3. What is Distributed Data Processing (DDP) ? **10**
What are its advantages as compared to centralized Data Processing ?

4. Should e-mail replace the traditional **10**
communication forms such as memos and letters. Explain your answer.

5. During a Presentation, how do the Non - Verbal cues communicated the speaker - his gestures, facial expressions, eye contact and posture - contribute to the message ? 10
6. Discuss the importance of quality of voice, volume, pitch and tone in a Presentation. 10
7. Write a note on the Elements of Structure of a Business Letter. 10
8. Assuming that you have the requisite credentials, draft a Job Application letter, with your C.V., in response to the following advertisement - 10

Mc Arnold's Foods Ltd., a fast growing manufacturer in the food processing industry, has openings in its training program. Only highly motivated, dynamic and result - oriented people with excellent communication skills need apply Opportunities for advancement to management positions based on performance. Applicants must possess skills in working with people. Computer literacy required. Apply to Personnel Manager, P.O. Box 520, Mumbai.

9. How is a telephonic interview different from a face - to - face interview ? 10

10. Write short notes on *any two* of the following : 5x2=10

- (a) Dressing Sense as an essential pre - requisite to Interview preparation.
 - (b) Exit interviews
 - (c) Visual Aids
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