

**DCLEVI / DMEVI / DELVI / DECVI / DCSVI /
ACCLEVI / ACMEVI / ACELVI / ACECVI /
ACCSVI**

Term-End Examination

June, 2014

00471

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 in the answer book. $7 \times 2 = 14$
- (a) Young people think that they are _____,
so they tend to take more risks.
- (i) invincible
 - (ii) invincable
 - (iii) invensible
 - (iv) invisibile
- (b) Vivacious means
- (i) lively
 - (ii) relevant
 - (iii) ornate
 - (iv) flippant

- (c) The term 'Fiscal' is widely used in the context of
 - (i) Finance
 - (ii) Economy
 - (iii) Monetary
 - (iv) Franchise

Instructions : In questions no. d, e, f, g, do as directed.

- (d) I explained briefly to Mrs. Davies that there was a power cut. (Change into direct speech)
 - (e) Video-games keep them happy for hours. (Identify subject and object)
 - (f) To download more number of files from the internet at a faster rate one should have (Choose one from the following)
 - (i) bandwidth
 - (ii) fax
 - (iii) telephone connection
 - (iv) telegraph
 - (g) Roosevelt's financial policy was roundly criticised in 1933. (Identify adverb)
- 2.** Examine how body language can play an important role during an oral presentation. 14
- 3.** Write a business letter to the Williamston County Council regarding funding proposal for a garden project. 14

4. How is team work significant in a software firm/company ? What are the qualifications one should possess for being an effective team member and team leader ? 14
5. How will different interview methods be helpful for the employers to select the right person for the job ? 14
6. Explain the structure and content of letter writing. 14
7. List the mannerisms to be followed in an interview. 14
8. Answer any **four** of the following : $4 \times 3\frac{1}{2} = 14$
- (a) State a few guidelines for sending a business email.
 - (b) Write the importance of business communication.
 - (c) Give the significance of group discussion.
 - (d) Give synonyms for the following words :
fixed, chance, lucrative, intelligentsia, nostalgia.
 - (e) Give antonyms for the following words :
permanent, constructive, harmony, union, familiar.
 - (f) Define literary style.