



NP – 038

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First Semester Degree Examination, March/April 2023

(NEP)

(F+R) (2021 – 22 & Onwards)

(Open Elective)

ENGLISH

Spoken English For Corporate Jobs

Time : 2½ Hours

B.Com / BBA



Max. Marks : 60

Instruction : Write *all* the question numbers. Write *all* the mains.

I. Answer any **ten** in **one** or **two** sentences **each**. (10×2=20)

- 1) What is consultation in corporate environment ?
- 2) Define proactive mindset.
- 3) What are etiquettes?
- 4) Write a short note on intonation.
- 5) Name any four types of ceremonial speech.
- 6) What is receiver driven conversation?
- 7) Write any two uses of visual aids in presentation.
- 8) What is body language?
- 9) Write an example for lack of effective cross cultural communication.
- 10) Why are questioning skills important?
- 11) Mention the kinds of persuasive speech.
- 12) Write an example for open-ended and closed-ended question.
- 13) Write an example for cultural differences.
- 14) Define linguistic etiquette.

II. Write a note on **any four** of the following in about **one** page **each**. (4×5=20)

- 1) Tips to be followed when greeting someone.
- 2) Problem solving skills one must develop.

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- 3) Language fluency and its importance.
- 4) Developing vocabulary.
- 5) Principles of effective speech.
- 6) Importance of etiquette in business.

III. Answer **any two** of the following in about **two** pages. (2×10=20)

- 1) Explain the strategies required to solve a problem in corporate environment.
 - 2) Explain politeness strategies with examples.
 - 3) Briefly explain the procedure to prepare Power Point Presentation.
 - 4) Describe the strategies for effective cross-cultural communication.
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