



OEEN 201

II Semester All UG Courses Examination, October/November 2022

(NEP Scheme)

Open Elective – II

SPOKEN ENGLISH FOR CORPORATE JOBS

Time : 2½ Hours

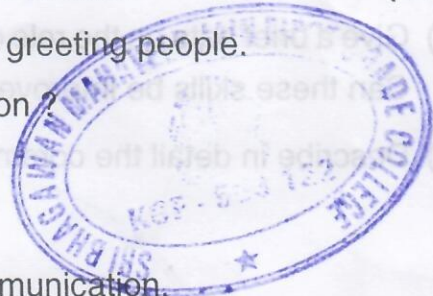
Max. Marks : 60

Instruction : Answer all the Sections.

SECTION – I

I. Answer **any five** of the following in **a sentence or two**. **(5×2=10)**

- 1) Mention any two tips to be followed while greeting people.
- 2) What are the two aspects of any instruction ?
- 3) Language fluency is
- 4) What are the two types of questions ?
- 5) Explain the role of “tone” in effective communication.
- 6) Briefly explain the importance of the Q and A session in a presentation.
- 7) List two examples of unusual business etiquettes from across the world.



SECTION – II

II. Answer **any four** of the following questions in **a page each**. **(4×5=20)**

- 1) Write a brief note on the levels of language fluency.
- 2) Briefly describe any five principles to make a business speech effective.
- 3) Your company is launching its new product – Eurostar Vacuum Cleaner in the market. Draft a brief business launch speech.
- 4) Briefly explain the conceptual model of a corporate firm.
- 5) What should be the criteria for choosing Audio-Visual aids for a presentation ? Explain briefly.
- 6) List out and briefly explain any five tips to make a business presentation more effective.

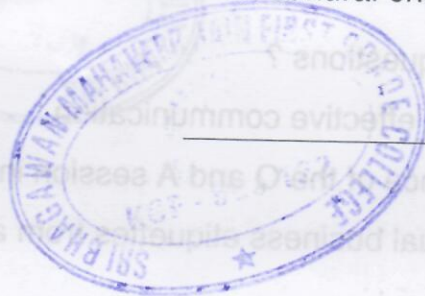
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SECTION – III

III. Answer **any three** of the following questions in about **two** pages. (3×10=30)

- 1) What is meant by “Consultation” ? Explain in brief the effective strategic approach to solve problems.
- 2) Write a brief note on Corporate Language Etiquettes required in a professional environment.
- 3) What is meant by the term “Business Speech” ? Explain in brief the various types of business speeches.
- 4) Give a brief note on the role of effective questioning skills in the workplace. Can these skills be improved ? Explain briefly.
- 5) Describe in detail the common cultural challenges faced in the work place.



SECTION – II

(4×2=20)

- 1) Answer any four of the following questions in a page each.
- 1) Write a brief note on the levels of language fluency.
- 2) Briefly describe any five principles to make a business speech effective.
- 3) Your company is launching its new product – Eurostar Vacuum Cleaner in the market. Draft a brief business launch speech.
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