

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

U.G. DEGREE EXAMINATION – GENERAL ENGLISH

SECOND SEMESTER – **APRIL 2024**

UEL 2207 – GENERAL ENGLISH II (INTERMEDIATE) VOC

Date: 04-04-2024

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

PART – A

I. Answer ALL the questions in about 50 words

[10×2=20]

1. Explain workplace communication
2. What is intrapersonal communication
3. Justify the need for proofreading
4. Name any 3 email etiquettes
5. What does the term media mean in general?
6. Approach 'Wings of Fire' by Abdul Kalam as an autobiography
7. Use in sentence: misconstrued, radical, subsidy, biodiversity, ammunitions.
8. Complete the sentence, "Even a correct decision_____"
9. Discuss the significance of a resume
10. Describe business communication

PART – B

II. Answer any FOUR questions from the following in about 250 words

[4×10=40]

11. Define cover letter and draft a cover letter for your dream job.
12. Write an essay on the topic: "Work for a cause and not applause."
13. Write any 20 new words given for study with their synonyms and antonyms.
14. Write a detailed note on communication process and barriers.
15. Summarize the extract taken from 'The test of my life,' Yuvraj Singh.
16. Analyze the poem 'You can't be that, no, you can't be that' by Brian Patten.
17. Define the purpose of resume writing and draft your own resume
18. Discuss the key points on curriculum vitae

PART – B

III. Answer any TWO questions from the following in about 250 words

[2×20=40]

19. Write a short story on the theme “Opportunity knocks but once” or “life is not about earning but it is about living.”
20. Write a long note on ‘The way we see the Problem is the Problem’ – Stephen Covey
21. Elaborate the points to bear in mind before and during an interview process.
22. Discuss the different types of interview.

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