



K23U 2413

Reg. No. :

Name :

V Semester B.A./B.A. Afsal-UI-Ulama/B.Sc./B.Com./B.T.T.M./B.B.A./B.B.A.-
T.T.M./B.B.A.-A.H./B.C.A./B.S.W./B.M.M.C. Degree (CBCSS-OBE – Regular/
Supplementary/Improvement) Examination, November 2023
(2019 – 2021 Admissions)
Generic Elective Course
5D03 FNG : ENGLISH FOR CAREERS

Time : 2 Hours

Max. Marks : 20

PART – A

Answer **all** the questions :

(6×1=6)

1. Write an example for a non-verbal communication.
2. Memo is a _____ type of communication.
3. 'Superior to subordinate' is a _____ communication.
4. Write the expansion of CV.
5. Write an example for a mobile etiquette.
6. _____ is a type of GD.

PART – B

Answer **any four** of the following :

(4×2=8)

1. Types of communication flow.
2. Mobile etiquette.
3. Difference between GD and Debate.

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4. Dynamics of group behaviour.
5. How to write a good professional email ?
6. Verbal communication.

PART – C

Write an essay on **any one** of the following :

(1×6=6)

1. Discuss the importance of effective communication in personal and professional relationships.
2. Prepare a cover letter and CV to apply for the post of Sales Manager in a reputed business firm.

