

25U282S

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Name :

Reg. No :

SECOND SEMESTER UG DEGREE EXAMINATION, APRIL 2026

(FYUGP)

CC24UFEN2VN102 - PROFESSIONAL ENGLISH FOR CAREER DEVELOPMENT

(Functional English - Vocational Minor Course)

(2024 Admission - Supplementary/Improvement)

Time: 2.0 Hours

Maximum: 70 Marks

Credit: 4

Part A (Short answer questions)

Answer *all* questions. Each question carries 3 marks.

1. Analyse how can you ensure that your business writing is clear and concise, avoiding jargon and verbosity? [Level:4] [CO4]
2. Define business etiquette? [Level:1] [CO4]
3. What is the primary purpose of using visual aids in presentations? [Level:1] [CO4]
4. Apply appropriate communication strategies to effectively communicate a complex technical concept to a non-technical audience." [Level:3] [CO1]
5. How do visual aids enhance the audience's understanding of a topic, and what impact do they have on the presentation? [Level:1] [CO4]
6. Explain the concept of "elevator pitch" in the context of professional networking. [Level:2] [CO3]
7. Explain the importance of visual aids in enhancing the understanding of spoken instructions or presentations. [Level:2] [CO4]
8. How can you identify and overcome potential cultural barriers in professional networking situations? [Level:4] [CO3]
9. Explain the importance of researching the company and the interviewer before an interview. [Level:2] [CO1]
10. You have identified a critical skill gap in your current role. Describe three specific strategies to acquire this new skill. [Level:3] [CO4]

(Ceiling: 24 Marks)

Part B (Paragraph questions/Problem)

Answer **all** questions. Each question carries 6 marks.

11. What are the main components of a business proposal, and what are the two types of business proposals discussed in the passage? [Level:1] [CO4]
12. How can you adapt your email writing style to accommodate different audiences, purposes, and contexts, and what considerations should you keep in mind when doing so? [Level:1] [CO4]
13. What are the key differences between addressing performance issues, workplace conflicts, and personal issues affecting work, and how should managers adapt their approach to each scenario? [Level:1] [CO4]
14. What strategies can you use to ensure that your visual aids are accessible and effective for a diverse audience, and how can you adapt your visual aids to meet the needs of different learners? [Level:1] [CO4]
15. Explain how active listening contributes to the development of empathy and emotional intelligence. [Level:2] [CO2]
16. Evaluate the effectiveness of your own current networking strategies, identifying areas of strength and weakness, and propose specific strategies to enhance your professional network. [Level:5] [CO3, CO4]
17. Describe a specific scenario where you would utilize the "mock interview" technique to prepare for an upcoming job interview, outlining the steps you would take to conduct a successful mock interview session. [Level:3] [CO2]
18. Analyze the potential ethical implications of using artificial intelligence (AI) in the workplace, considering factors such as job displacement, data privacy, algorithmic bias, and the impact on human decision-making. [Level:4] [CO4]

(Ceiling: 36 Marks)

Part C (Essay questions)

Answer any **one** question. The question carries 10 marks.

19. Examine the definitions of negotiation, persuasion, and influencing, and how do they relate to each other in a business context? [Level:4] [CO3]
20. Evaluate the long-term impact of effective personal branding on an individual's overall well-being and societal contribution, considering factors such as personal fulfillment, social impact, and the potential for positive societal change. [Level:5] [CO1]

(1 × 10 = 10 Marks)
