

**Second Semester Internal Examination, February 2026**  
**Minor 2 Course in English**  
**Professional English for Career Advancement**

Time: 1 Hr

Max Marks: 35

Name:	Marks Scored	Section A		Total Marks
Class:		Section B		
		Section C		

**Section A**

(Each question carries 3 marks, Max marks for section – 7)

1. What is the difference between a cover letter and a resume?
2. List at least 4 techniques to grab audience attention in a presentation
3. Mention 3 creative thinking techniques for innovation

**Section B**

(Each question carries 6 marks, Max marks for section – 18)

4. Guidelines for writing an e mail
5. What are the different styles of negotiation? Elaborate
6. Write a note on different kinds of presentations
7. Guidelines for effective listening

**Section C**

(Answer any one question, each question carries 10 marks)

8. Write an essay on the different visual aids used for making presentations
9. Prepare a covering letter for the vacancy of a textile shop assistant