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| QP Code: D133350 | | Total Pages: 2 | Name: |
| | | | Register No. |
| FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025 | | | |
| (CUFYUGP) | | | |
| FEN1VN102 English for Business Communication | | | |
| 2024 Admission onwards | | | |
| Maximum Time :2 Hours | | | Maximum Marks :70 |
| Section A | | | |
| All Questions can be answered. Each Question carries 3 marks (Ceiling: 24 Marks) | | | |
| 1 | What are major forms of internal communication? | | |
| 2 | Discuss any two types of presentation briefly. | | |
| 3 | Describe the salient features of a good negotiation. | | |
| 4 | What are the two major channels of communication in an organisation. | | |
| 5 | Examine the finer points to remember with regard to body language especially during presentations. | | |
| 6 | List the major advantages and disadvantages of oral communication. | | |
| 7 | Draft a notice with agenda for a meeting with regard to the retirement of two employees. | | |
| 8 | Discuss the major things to be remembered while taking part in a group discussion. | | |
| 9 | Briefly explain the three major barriers to effective communication. | | |
| 10 | Distinguish between press release and press conference. | | |
| Section B | | | |
| All Questions can be answered. Each Question carries 6 marks (Ceiling: 36 Marks) | | | |
| 11 | Good communication is the foundation for good business. Discuss the role of communication in business. | | |
| 12 | Draft a conversation between two employees regarding a merger the company will be undertaking with a smaller fir. | | |
| 13 | Write a memorandum from the Vice President, Finance to the Finance Manager informing him that all employees will get a bonus for Onam. | | |
| 14 | Draft an email to all employees regarding the complimentary family holiday package provided to everyone. | | |
| 15 | What is the basic structure of a presentation? | | |
| 16 | Draft a conversation between the manager of a company and one of his project heads regarding the performance of the project team and its efficiency in meeting deadlines. | | |
| 17 | As the Environment Manager of your company draft a report on major sustainable practices followed by the company. | | |
| 18 | Attempt a brief explanation of the structure of a report. | | |

| Section C | |
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| Answer any ONE. Each Question carries 10 marks (1x10=10 Marks) | |
| 19 | Draft a resume and covering letter for the role of PRO in a reputed company. Include all details like education, experience, achievements and skills. |
| 20 | The HR Manager of a company is conducting an interview for the post of Procurement Manager. Draft the conversation between them. |