MAY 2024 **U/ID 31527/ULJ1A**

Time : Three hours Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer any TEN of the following questions in 30 words each.

1. What is phonetics?

2. How many speech sounds are there in English phonetics? What are they?

3. Why do we need to practice conversation?

4. Mention any two types of conversation.

5. What type of dress code is essential for attending an interview?

6. Why is effective communication important in team work?

7. What is the significance of conducting Group Discussions?

8. Mention any two things at time of attending a Group Discussion.

9. What is extempore speaking?

10. What are the prerequisites for conducting an online presentation?

11. How can we maintain brevity in Just-a-Minute speeches?

12. Comment on the significance of non-verbal communication.

SECTION B — ($5 \times 5 = 25$ marks)

Answer any FIVE questions in 200 words each.

13. In what ways do the mouth and nose serve as important speech organs?

14. What are the three types of phonetics?

15. What type behaviour is needed at the time of attending an interview?

16. How will you make your presentation more effective?

17. What are the etiquettes of a group discussion?

18. What are the ways to improve presentation skills?

19. What are the advantages of nonverbal communication?

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions in 500 words each.

20. Attempt an essay on phonetics and pronunciation.

21. How do you build effective business conversations?

22. Mention any ten most-common job interview questions and answers.

23. Write elaborately on the guidelines for attending a group discussion.

24. Write an essay on how to improve speaking skills.

———————