

(NO.OF PAGES:2)

**FOR THE CANDIDATES ADMITTED  
DURING THE ACADEMIC YEAR 2021 ONLY)**

**21 UEL 4N4**

**NGM COLLEGE (AUTONOMOUS) POLLACHI  
END-OF-SEMESTER EXAMINATIONS: MAY-2023  
UG COURSES (AIDED) MAXIMUM MARKS: 50  
IV SEMESTER TIME: 2 HOURS**

**PART - IV  
NON-MAJOR ELECTIVE- CORPORATE ENGLISH**

**SECTION – A**

**(1 \* 10 = 10 MARKS)  
(K1/K2)**

**ANSWER ALL THE FOLLOWING QUESTIONS**

1..... is the type of English used in business contexts?

a) British English      b) Business English      c) Formal English      d) Informal English

2. In E-Mail writing the phrase 'I regret to inform you that' is used for giving .....news.

a) Bad              b) Good              c) past              d) present

3. 'Do you mind if I join you?' is the phrase used during .....

a) the coffee break      b)lunch              c)meeting              d)presentation

4. We should keep our presentation in the meeting ..... and not get too complicated.

a) lengthy              b) simple              c) challenging              d) tough

5. Professional business people never lose control of their .....

a) emotions              b) language      c) money              d) business

6. Which business word could you use instead of 'got'?

7. Write a phrase to begin a conference call.

8. Define Corporate culture.

9. Mention a phrase to close an E-Mail.

10. How can we plan for future meetings in a business?

(CONTD....2)

( 2 ) ( 21 UEL 4N4 )

**SECTION – B**

**(5 \* 8 = 40 MARKS)**

**ANSWER ANY FIVE OF THE FOLLOWING QUESTIONS (K4/K5)**

11. English is the Universal language of business all over the world – Elucidate.
12. Discuss the phrases used while being an active participant in the meeting.
13. Bring out any 8 business vocabulary, idioms/phrasal verbs & jargons.
14. How to change basic English into business English? Defend with few examples.
15. Draft an E-Mail to a colleague giving some news about a meeting.
16. Create a conversation between you and a new person while you are waiting for a presentation or meeting to start in the office.
17. Discuss the Do's and Don'ts when you answer the phone in the office.
18. Business English Vs Regular English - Differentiate

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