

1057

B. Voc. (Retail Management)

2nd Semester

GFC-103: Functional English for Executives (*Old*)

Time allowed: 3 Hours

Max. Marks: 80

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting two questions from each Unit.

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I. Answer any four of the following: -

- (a) Define speech.
- (b) Define role play.
- (c) What are good reading skills?
- (d) What is self introduction?
- (e) What is a group seminar presentation?
- (f) What is effective public speaking? (4×5)

UNIT – I

- II. How can newspapers help executives? (15)
- III. What are the features of a good letter? (15)
- IV. What are the ways of improving spontaneous writing skills? (15)
- V. What are the essentials of report writing? (15)

UNIT – II

- VI. Outline the points of effective public speaking. (15)
- VII. What are Mock Press Meets and Mock Interviews? (15)
- VIII. What role do presentations play in the life of executives? (15)
- IX. Imagine a self introduction required of you at a forum and write it down. (15)

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