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Reg.No :

Name :

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
MGU-UGP (HONOURS) REGULAR EXAMINATION March 2026

Fourth SEMESTER

**Skill Enhancement Course (SEC) - MG4SECENG201 - ENGLISH FOR
PROFESSIONAL PURPOSES**

(2024 ADMISSION ONWARDS)

Duration: 1 Hour 30 Minutes

Maximum Marks: 50

***Remember(K), Understand(U), Apply(A), Analyse(An), Evaluate(E), Create(C), Skill(S), Interest(I)
and Appreciation(Ap)***

Students should attempt at least one question from each course outcome to enhance their overall outcome attainability.

Part A

MCQ

Answer all questions

Each question carries 1 marks

1. Reflection after completing a task mainly helps to: [K] / [CO1]
 - a). Criticise others
 - b). Avoid responsibility
 - c). Delay improvement
 - d). Convert experience into learning

2. Which of the following should be avoided during an interview? [K] / [CO2]
 - a). Listening carefully
 - b). Thanking the interviewer
 - c). Maintaining eye contact
 - d). Interrupting the interviewer

3. Why should a presenter limit the number of key points per PowerPoint slide? [U] / [CO2]
- a). To increase slide count
 - b). To include more animations
 - c). To maintain clarity and audience focus
 - d). To shorten preparation time
4. What is the main purpose of an agenda? [U] / [CO3]
- a). To record decisions taken in a meeting
 - b). To list items to be discussed in a meeting
 - c). To evaluate employee performance
 - d). To issue official instructions
5. Which practice helps users obtain better results from AI tools? [U] / [CO3]
- a). Copying outputs without review
 - b). Using vague instructions
 - c). Customising prompts clearly and specifically
 - d). Ignoring AI feedback completely

[1x5 = 5]

Part B

SHORT ANSWER

Answer any **6** questions

Each question carries **5** marks

6. Why is a résumé preferred for most professional job applications? [U] / [CO1]
7. Why is personal branding important in today's competitive job market? [U] / [CO1]
8. Explain the importance of time management in meeting workplace expectations. [K] / [CO1]
9. Describe the essential components of a group discussion. [U] / [CO2]
10. List ten specific 'Dos' of GD etiquette that contribute to a positive impression. [U] / [CO2]

11. Describe the key elements of voice modulation in effective presentations. [U] / [CO2]
12. Explain how AI functions as a communication partner in the modern workplace. [U] / [CO3]
13. Explain the importance of feedback in personal and professional growth. [U] / [CO3]
14. Draft a letter to a publishing house enquiring about internship opportunities. [A] / [CO3]
Include duration of internship, eligibility criteria, application process and stipend details.

[5x6 = 30]

Part C

ESSAY

Answer any **1** questions

Each question carries **15** marks

15. Write a job application email for the role of Sales Assistant in a retail store. [A] / [CO1]
16. Explain the different methods of job interviews used in organisations. [U] / [CO2]
17. Discuss how workplace etiquette and emotional intelligence enhance employability and career outcomes. [U] / [CO3]

[15x1 = 15]