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Reg.No :

Name :

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

Fourth SEMESTER

Skill Enhancement Course (SEC) - MG4SECENG202 - ENGLISH FOR THE FINANCIAL SECTOR

(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. What should never be send via email? [K] / [CO1]
 - a). Brochures
 - b). Confidential information
 - c). Invitations
 - d). Resumés
2. _____ is a tool in proofreading used for corporate credibility [K] / [CO2]
 - a). Punctuation
 - b). Format
 - c). Style
 - d). Grammar
3. The medium used to transmit a message is called the _____. [U] / [CO1]
 - a). channel
 - b). sender
 - c). feedback
 - d). decoding
4. “We are sorry, but your request cannot be approved” is an example of: [U] / [CO2]

- a). Aggressive language b). Polite refusal c). Entertainment d). Harsh criticism

5. What does paralanguage refer to? [K] / [CO1]

- a). vocal features accompanying speech b). written language skills
c). posture d). visual symbols

[1x5 = 5]

Part B

SHORT ANSWER

Answer any **6** questions

Each question carries **5** marks

6. How do entrepreneurial presentations help in communicating ideas effectively? [U] / [CO3]
7. Why are commercial banks considered important in the financial system? [U] / [CO1]
Discuss their role and significance.
8. Describe the essential components of an agenda. [U] / [CO2]
9. What are the best practices to follow and the common mistakes to avoid during a professional presentation? [K] / [CO3]
10. Comment on the importance of ensuring confidentiality while drafting business correspondence. [U] / [CO1]
11. Prepare a sales message for a new loan scheme introduced by Bright Bank Limited. Include persuasive tone, benefits and call to action. [A] / [CO2]
12. Differentiate between the appropriate expressions that are used while making and receiving calls. [U] / [CO3]
13. What are the common mistakes that threaten the clarity and professionalism of business calls? [U] / [CO3]
14. Discuss the importance of tone and style in editing. [U] / [CO2]

[5x6 = 30]

Part C

ESSAY

Answer any **1** questions

Each question carries **15** marks

15. Explain the role of financial vocabulary in effective business communication. [U] / [CO1]
How does an understanding of financial terms contribute to clarity, transparency, and professionalism in the business world?
16. Imagine your institution is hosting an International seminar on Financial communication. As the organising secretary, write a notice inviting participants. Also prepare a report describing the objectives, conduct of the event, response from students and outcomes. [A] / [CO2]
17. What is a business presentation, and what are the strategies and design for an effective business presentation? [A] / [CO3]

[15x1 = 15]