



THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale

Backlog Arrear Examination, March 2021

ENG/ ENS 3260– English for Placement

Marks: 60

Time: 2Hrs

Section A

Answer any FOUR of the following:

4*15=60

1. What are the different barriers to communication and ways to overcome them?
2. List out and explain the different types of non- verbal communication.
3. What are the Dos and Don'ts in an interview?
4. Write a formal telephonic conversation with at least 10 exchanges in the context of enquiring about a travel agency and their services.
5. Explain the 7 Cs of communication
6. Draft a resume in the context of applying for a job of a sales representative.