**AKGEC/IAP/FM/02**

**Ajay Kumar Garg Engineering College, Ghaziabad**

**Department of Applied Sciences & Humanities**

**Sessional Test-2**

Course: B.Tech Semester: I

Session: 2017-18 Sections: CS-1,2,3, EN-1,2, IT1,2,EI

Subject: Professional Communication Sub. Code: RAS-104

Max Marks: 50 Time: 2 hour

**Section A (5x2= 10)**

A. Attempt all the parts

1. What is negotiation?

2. What is ‘you’ attitude in business correspondence?

3. Give the meaning of the following pairs of homophones and use them in statements:

Jealous & Zealous

4. What is a topic sentence?

5. Give antonyms of the following words:

Intentional, Just

**Section B ( 5x5= 25)**

**Note- Attempt all the questions**

6. What aspects of a report are dealt within the ‘front matter’ and ‘back matter’ of a business report?

7. How can a sale letter be written?

8. Draft the ‘Title page’ of a business proposal. (Invent necessary details yourself)

9. Correct the following sentences

**1.** Learning the French isn’t easy.

2. If I am a child, I would play outside.

**3.** Always, I study before I go to bed.

**4.** I’m not very good for cooking.

**5.** The students were not interested in the lesson because it was bored.

10. Transform the following sentences

b. You have to hurry or you will miss the bus. (compound to complex)

c) He came here to see me.(simple to compound)

d)I will finish the job by the end of this week.(active to passive)

e) Nobody could find out the place of their stay. (simple to complex)

f) Rani is **the prettiest** girl in the class.(superlative to comparative)

**SECTION C**

**(2x7.5 =15)**

**Note- Attempt all the parts**

11. Prepare a resume of a fresh engineering graduate (invent the necessary details yourself)

12. What are the requisites of good sentence writing in a technical paper?

 Learning French isn’t easy.

If I were a child, I would play outside.

I always study before I go to bed.

I’m not very good  at cooking.

The students were not interested in the lesson because it was boring.

Though he tried his best, he didn’t succeed.

 He said that he had got a toothache.

If you do not hurry you will miss the bus.

She came here **and** saw me.

The teacher praised the boy for his diligence.

Nobody could find out the place where they stayed.

Pious women are always respected by all.

The job **will be finished** (by me) by the end of this week.

Rani is **prettier than** any other girl in the class.