

07/12/16

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THU-101

B. Tech. (First Semester)
End Semester EXAMINATION, 2016

(All Branches)

PROFESSIONAL COMMUNICATION

Time : Three Hours]

[Maximum Marks : 100

Note : (i) This question paper contains five questions.

(ii) All questions are compulsory.

(iii) Instructions on how to attempt a question are mentioned against it.

(iv) Total marks assigned to each question are twenty.

1. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20 Marks)

(a) What does the term 'communication' imply ?
Why is effective communication vital in today's world ?

(b) Write a note on the types of communication.

(c) What are the techniques of effective communication ?

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2. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20 Marks)

(a) In each of the following sentences supply a verb in agreement with its subject. Write complete sentences :

- (i) Neither my friend nor I sorry.
- (ii) Many a man done so.
- (iii) The cost of all these articles risen.
- (iv) That night every one of the boat's crew down with fever.
- (v) A good man and useful citizen passed away.
- (vi) The cattle grazing in the meadow.
- (vii) Ninety rupees too much for this bag.
- (viii) Either news correct.
- (ix) Silver, as well as cotton fallen in price.
- (x) These scissors very sharp.

(b) Correct the following sentences :

- (i) If he is hardworking means he will succeed.
- (ii) Could you repeat that last point again ?

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- (iii) Open your shoes.
- (iv) My brother-in-laws will reach in the evening.
- (v) There are many small children playing in the garden.
- (vi) My cousin brother has sent me an e-Mail.
- (vii) Amit scored cent per cent in Mathematics.
- (viii) Let us discuss about the issue.
- (ix) You are coming to the party. No ?
- (x) Please return my books back.

(c) Explain the types of sentences. Support your answer with suitable examples.

3. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20 Marks)

(a) Choose the correct verb from those given in brackets. Write complete sentences :

- (i) The earth _____ round the sun.
(move, moves, moved)
- (ii) My friends _____ the Prime Minister yesterday.
(see, have seen, saw)
- (iii) I _____ him only one letter up to now.
(sent, have sent, send)

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- (iv) She _____ worried about something.
(looks, looking, is looking)
- (v) It started to rain while we _____
tennis. (are playing, were playing,
had played)
- (vi) He _____ fast when the accident
happened.
(is driving, was driving, drove)
- (vii) He _____ asleep while he was
driving. (falls, fell, has fallen)
- (viii) I'm sure I _____ him at the
party last night.
(saw, have seen, had seen)
- (ix) He _____ a mill in this town.
(have, has, is having)
- (x) He _____ here for the last five
years. (worked, is working,
has been working).
- (b) Change the following sentences into passive
voice :
- (i) The policeman caught him asleep.
- (ii) All love him.
- (iii) We elected David captain.
- (iv) The mother will look after the baby.
- (v) Did they win the match ?
- (vi) Kindly come in.

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- (vii) His friends took him to the hospital.
- (viii) I was writing a letter.
- (ix) He might solve the mystery.
- (c) Transform the following sentences into
indirect speech :
- (i) The officer said to his servant, "Go
away at once."
- (ii) The actress said, "I am busy."
- (iii) "I got up early this morning", he said.
- (iv) The teacher said, "Honesty is the best
policy."
- (v) I said, "Anil was reading a book while
Renu was playing with her doll."
- (vi) He says, "When the cat is away the
mice play."
- (vii) I said to him, "You are a good boy."
- (viii) He said, "I am too weak to work now."
- (ix) He said, "I'll teach Spanish."
- (x) I said to my son, "Work steadily."
4. Attempt any *two* questions of choice from (a), (b)
and (c). (2×10=20 Marks)
- (a) Write short notes on the following :
- (i) Active and passive listening
- (ii) Barriers to effective listening

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(b) Discuss the methods of reading speedily.

(c) (I) Supply a synonym to the underlined words :

(i) The business coach served as an amicable executive mentor.

(ii) Daylight was making a feeble attempt to break through the heavy cloud cover.

(iii) The princess was a demure woman who hated being in the spotlight.

(iv) It was a desolate wasteland except for some grazing sheep.

(v) The criminal received the death penalty for his heinous crime.

(II) Write the meaning of the following homophones :

(i) Formally formerly

(ii) Farther further

(iii) Later latter

(iv) Forth fourth

(v) Beside besides

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5. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20 Marks)

(a) What do you understand by IPA symbols ? Explain phonemes with examples.

(b) Explain the terms syllable, stress and intonation with suitable examples.

(c) Write the guidelines to maintain a proper etiquette while making or receiving a telephonic call.

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