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Paper Code: THU-201

End Semester Examination 2017

B.Tech, Semester -2

Advanced Professional Communication

Time: Three Hours

MM: 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**.

Q1. (Attempt any two questions of choice from a, b and c) (2X10=20 Marks)

- a. How professional Communication is different from General Communication?
- b. Supply the correct form of the given verbs:
 - 1. The police has beenthis matter since 2012.(investigate)
 - 2. He.....the room before the earthquake occurred.(leave)
 - 3. Mansi.....an article after this summer vacation. (write)
 - 4.you ever..... such a python? (see)
 - 5. Normally it.....only two hours to reach Mussoorie. (take)
 - 6. I am not sure, whether my sister.....what she would do after 12th. (decide)
 - 7. Hey, what.....you..... here? (search)
 - 8. We.....for you yesterday for lunch. (wait)
 - 9. He.....me on hold and disconnected the call after few seconds. (put)
 - 10. Vishal.....the punctured tyre of his car yet. (mend)

C. Define listening skills. Discuss its major types.

Q2. (Attempt any two questions of choice from a, b and c)

(2X10=20 Marks)

a. What are the features of an effective paragraph? How paragraph is different from Essay?

b. Correct the following sentences:

1. All the religions must respect each other.
2. The number of questions have been asked.
3. The color of these pens are charming.
4. I along with many of my friends are going to Bombay tonight.
5. Each boy and each girl must do their work in time.
6. One of the issues which was discussed in the parliament was raised by our P.M.
7. Bread and butter are my favorite dish.
8. The manager and HR have come to conduct interviews.
9. Keep this information between you and I.
10. One of the women who works in this company is a manager.

c. Write a paragraph on "Cyber Crime" in 150-200 words.

Q3. (Attempt any two questions of choice from a, b and c)

(2X10=20 Marks)

a. What is presentation? Discuss its various aids to make a powerful presentation

b1. Change the following sentences into passive voice:

1. You have to help him.
2. The company fired many employees last year.
3. We were solving the question paper with them.
4. They have left their job.
5. He always breaks the rules.

b2. Change the following sentences into active voice:

1. The boy was being punished for being late by the principal.
2. What was given to you by your father?
3. All the culprits should be punished by the court.
4. You are requested to shut the window.
5. Salman is not blamed for any flop movie by his admirers

c. What is role play? Discuss its significance.

Q4. (Attempt any two questions of choice from a, b and c)

(2X10=20 Marks)

a. Correct the following sentences:

1. I need a print out of this paper.
2. I will meet you here only.

3. This is more easy question.
4. He progressed slowly slowly.
5. I met him yesterday night.
6. What is your good name?
7. I am not understanding your question.
8. Are you seeing that banyan tree?
9. We discussed about three main points of this issue.
10. He is your cousin brother na?

b. Write down the meaning of the homophones along with suitable examples.

1. Cite: Sight
2. Quiet: Quite
3. Adapt: Adept
4. Access: Excess
5. Dam: Damn
6. right: write
7. principle: principal
8. accept: except
9. hire: higher
10. tail: tale

c) Define reading skills. What are the various methods to improve it?

Q.5 (Attempt any two questions of choice from a, b and c) (2X10=20 Marks)

a) Change the following sentences into indirect speech:

1. He said, "I will go home after this meeting."
2. She said to Sohan, "I am reading my book."
3. He said, "Harry had gone home."
4. The teacher said, "Honesty is the best policy."
5. She said to me, "Are you going to school?"
6. The teacher said to the boy, "You may use my car for the picnic."
7. The policeman said to us, "Why are you standing here?"
8. They said to the manager, "We went home after the party."
9. Muskan said to her friend, "Don't buy this purse."
10. The boys said, "we are playing the new innings now."

b.1) Write one antonym for each word given below:

- I. Economical
- II. Firm
- III. Jumble
- IV. Hostile
- V. Barren

b.2) Write one synonym for each word given below:

- I. Antique
- II. Keen
- III. Vicious
- IV. Incite
- V. Gigantic

C. Read the following paragraph and answer the Questions 1–8.

EMERGENCY PROCEDURES

This applies to every person in the school campus.

In cases of emergency (e.g. fire), find the nearest teacher who will: Send a messenger at full speed to the Office OR inform the Office via phone ext. 99.

PROCEDURE FOR EVACUATION:

1. Warning of an emergency evacuation will be marked by a number of short bell rings. (In the event of a power failure, this may be a hand-held bell or siren.)
2. All class work will cease immediately.
3. Students will leave their bags, books and other possessions where they are.
4. Teachers will take the class rolls.
5. Classes will vacate the premises using the nearest staircase. If these stairs are inaccessible, use the nearest alternative staircase. Do not use the lifts. Do not run.
6. Each class, under the teacher's supervision, will move in a brisk, orderly fashion to the paved quadrangle area adjacent to the car park.
7. All support staff will do the same.
8. The Marshalling Supervisor, Ms Randall, will be wearing a red cap and she will be waiting there with the master timetable and staff list in her possession.
9. Students assemble in the quad with their teacher at the time of evacuation. The teacher will do a head count and check the roll.
10. Each teacher sends a student to the Supervisor to report whether all students have been accounted for. After checking, students will sit down (in the event of rain or wet pavement they may remain standing).
11. The Supervisor will inform the Office when all staff and students have been accounted for.

12. All students, teaching staff and support personnel remain in the evacuation area until the All Clear signal is given.

13. The All Clear will be a long bell ring or three blasts on the siren.

14. Students will return to class in an orderly manner under teacher guidance.

15. In the event of an emergency occurring during lunch or breaks, students are to assemble in their home-room groups in the quad and await their home-room teacher.

Questions 1 – 8: Complete the sentences below. Choose NO MORE THAN THREE WORDS from the text for each answer.

1 In an emergency, a teacher will either phone the office or

2 The signal for evacuation will normally be several

3 If possible, students should leave the building by the

4 They then walk quickly to the.

5 The Marshalling Supervisor,..... will join the teachers and students in the quad.

6 Each class teacher will count up his or her students and mark

7 After the signal is given, everyone may return to class.

8 If there is an emergency at lunchtime, students gather in the quad in and wait for their teacher.