

(10)

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to organize a cultural programme. Write a notice for the school notice inviting names of students willing to participate. You are ABC, the secretary of the society. (CO5)

- (c) Draft a memorandum warning an employee against wasting official working hours by being active on various social media platforms. (CO5)

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Roll No.

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**B. TECH. (FIRST SEMESTER)
END SEMESTER**

EXAMINATION, Jan., 2023

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 the questions are mentioned.

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

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

(a) Find out the error in the usage of parts of speech and correct it in the each sentence :

(CO1)

(i) No news are true.

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- (ii) The police were searching for the thieves.
 - (iii) One must not boast of his success.
 - (iv) He is more clever than his brother.
 - (v) Neither John nor his friends has stolen my money.
 - (vi) It is him who has committed it.
 - (vii) He is very slower than Mohan.
 - (viii) Either you and he will have to pay.
 - (ix) The man killed the snake by a stick.
 - (x) All the religions must respect each other.
- (b) Identify and write the name of the exact tense against the following statements :

(CO1)

- (i) By tomorrow, I will have bought enough flowers to finish the decorations.
- (ii) Steven likes to fix old cars in his free time.
- (iii) I have worked as a teacher for seven years.
- (iv) Where does he work ?

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- (v) After a long day at work, it felt good to relax with some friends.
 - (vi) The students will have completed the course by 2025.
 - (vii) She had been working in this industry since 2004.
 - (viii) We were hunting for a new project.
 - (ix) My father goes to Delhi every month.
 - (x) I had completed my studies before joining the company.
- (c) Fill in the blanks with the correct verb given in the brackets in the following sentences : (CO1)
- (i) The police (look) for the robber for a long time but they (fail) to find him so far.
 - (ii) Each of the suspected women (was/ were) arrested.

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- (iii) The Chairman as well as members (attends/attend) the meeting.
- (iv) I believe he knows English well but he acts as if he (not know).
- (v) The poet and the Philosopher (are/is) dead.
- (vi) He just (go) out for a walk, he will return late.
- (vii) The color of these books (is/are) charming.
- (viii) How long have you (be) in this job ?
- (ix) By the end of this month she (spend) the whole money she has.
- (x) Neither the student nor the teachers (wants/wants) to use this book again.

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2. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20)
- (a) Write an antonym for each of the following words : (CO2)
- (i) Novice
 - (ii) Hostile
 - (iii) Fervent
 - (iv) Trivial
 - (v) Languid
 - (vi) Abundance
 - (vii) Fiction
 - (viii) Lunatic
 - (ix) Dismal
 - (x) Encomium
- (b) Rewrite the given sentences correcting the errors of Indianism : (CO2)
- (i) Reply back to me as soon as possible.
 - (ii) We should be strong enough to cope up with the difficulties.
 - (iii) I hail from Dehradun itself.

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- (iv) Myself Anjali and I belong to Pune.
 - (v) I live backside of that building.
 - (vi) Even I am working in the bank too.
 - (vii) I passed out from college in 2019.
 - (viii) I am pursuing my studies in Engineering.
 - (ix) Let me say you something about my hobbies.
 - (x) He is my older brother and he is two years elder to me.
- (c) Give One Word Substitution for the following words : (CO2)
- (i) One who is bad in spellings
 - (ii) One who leads an austere life
 - (iii) A person appointed by two parties to solve a dispute
 - (iv) A lover of mankind
 - (v) One who believes in fate
 - (vi) One who acts against religion
 - (vii) One who pretends to be somebody else

- (viii) Sum of money paid for making free a captive
 - (ix) A person who is blindly devoted to an idea
 - (x) A person who spends his money recklessly
3. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20)
- (a) What is communication ? Discuss the process of communication. (CO3)
 - (b) Write the correct word out of the two given options against the each sentence on the basis of subject-verb agreement : (CO1)
- (i) Either Neha or her classmates (are/is) absent.
 - (ii) The number of questions (have/has) been asked.
 - (iii) The color of these pens (are/is) charming.
 - (iv) I along with many of my friends (are/am) going to Mumbai tonight.

- (v) Each boy and each girl must do (their/ his or her) work in time.
 - (vi) One of the issues which (was/were) discussed in the parliament was raised by our P.M.
 - (vii) Bread and butter (are/is) my favorite dish.
 - (viii) The manager and the HR (has/ have) come to conduct interviews.
 - (ix) Each of my brothers (have/has) made a good start in life.
 - (x) One of the women who (works/ work) in this company is a manager.
 - (c) What is the difference between verbal and non-verbal communication ? Elaborate it. (CO3)
4. Attempt any *two* questions of choice from (a), (b) and (c). (2×10=20)
- (a) Define small talk and discuss its relevance in effective handling of issues at workplace. (CO4)

- (b) 'Feedback can motivate or de-motivate an employee.' Throw light on this statement keeping in mind the right way of giving a feedback for any service taken. (CO4)
 - (c) You need to organize a blood donation camp in the coming month. You have to call a meeting of the students' committee to discuss this. Prepare an agenda for the meeting. (CO5)
5. (a) 5th June has been recognized as World Environment Day. Your institution conducted various activities to commemorate the day. Write a general Report for your Head of the Department about it by following the essential elements of the report. You are the class representative. Invent the necessary details by assuming. (CO5)
- (b) You are the president of the cultural society of your school. You are planning