

**THU-101****B. TECH. (FIRST SEMESTER)  
END SEMESTER EXAMINATION, 2018  
(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 are the main types of non-verbal communication ? Describe any *two* of them.

(2)

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(b) Spot the errors and rewrite the following sentences :

- (1) He does not takes a bath every morning.
- (2) We are waiting for someone since 2 p.m.
- (3) My brother reached the station before the train left.
- (4) Somebody have stolen my money.
- (5) Rachna belong to a rich family.
- (6) If he will go to market, he will buy a Kurta.
- (7) Where the lady was staying ?
- (8) We have been not preparing for the exam.
- (9) They are having some problems.
- (10) He is not liking the movie.

(c) Write a paragraph on 'Importance of online courses in academics'. (200 words)

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

- (a) What are the guidelines and etiquette for an effective telephonic conversation ?
- (b) Change the following sentences into passive voice :
  - (1) He is taking lunch.

(3)

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- (2) We had selected our players.
- (3) His mother is punishing him.
- (4) Sita sings a song every Sunday.
- (5) He did not bring the book last night.
- (6) Have you submitted your assignment to your teacher ?
- (7) The students were not writing notes in the class.
- (8) The boys have to speak the truth.
- (9) Vibhu will not blame you.
- (10) Where has he sent the letter ?

(c) (i) Fill in the blanks with appropriate degree of adjectives given in the brackets :

- (1) This building is ..... than that one. (old)
- (2) Madhu is my ..... sister. (old)
- (3) I am going to buy ..... posters. (many)
- (4) She is the ..... beautiful girl in this town. (beautiful)
- (5) Who is the ..... speaker in this class ? (good)

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(4)

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(ii) Write the plural form of the following nouns :

- (1) Deer
- (2) Sheep
- (3) Major general
- (4) Commander in chief
- (5) Formula

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

(a) What is report writing ? Define any *three* kinds of reports. Give suitable examples for each.

(b) Supply the correct form of the given verbs :

- (1) Good students always ..... hard.  
(work)
- (2) He ..... because he is hungry now.  
(cry)
- (3) She ..... to the U.S.A. next week.  
(go)
- (4) It ..... when we reached the airport last night.  
(rain)
- (5) We ..... the answer sheets before the bell in the last examination.  
(submit)

(5)

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(6) The students ..... some assignments since Monday. (solving)

(7) Why ..... you help her yesterday despite my objection ? (did, does)

(8) The doctor had left the hospital before they ..... (reach)

(9) Every student ..... his/her teacher to revise the syllabus today. (request)

(10) The sun ..... in the east. (rise)

(c) Find out the error in the following sentences on the basis of parts of speech :

- (1) It is an university famous for its quality education.
- (2) I read Ramayana everyday.
- (3) Reeta is junior than Sheela.
- (4) The flower smells sweetly.
- (5) The sceneries of Kashmir are beautiful.
- (6) No news are true.
- (7) One must not boast of his success.
- (8) Each of the student have done well.
- (9) She worked hardly.
- (10) Riya is studding in this school for three years.

(6)

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

(a) Prepare the notice for a meeting of the Jaipur chamber of trade, to be held at 7 p.m. on 29 February, 2019, arranging the following agenda in proper order :

(i) Estimate for decoration of the building.

(ii) Decoding the chief guest of the seminar.

(b) Change the following sentences into active voice :

(1) The students will be punished by the teacher.

(2) The mouse was killed by the cat.

(3) I was kept waiting by the manager.

(4) He was praised by his father.

(5) The sheep was being chased by the dog.

(6) What has he been given by you ?

(7) He was not deceived by that girl.

(8) Will the poor be helped by us ?

(9) Let the window be opened.

(10) You are requested to submit the papers.

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(7)

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(c) Complete the following sentences with correct preposition :

(1) Will she wait for me ..... the bus stop ?

(2) Mikki is ..... her bedroom.

(3) The students didn't want to spend a long time ..... the carnival.

(4) The girl jumped ..... the lake.

(5) The baby fell ..... the floor.

(6) The kids climbed ..... the monkey bars.

(7) My son is scared ..... dark.

(8) She apologized ..... you ..... her mistakes.

(9) My best friend lives ..... 342, Akbar road.

(10) I will wait for ..... 6:30, but then I'll go home.

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

(a) Write an application to the B. Tech. 1st year in-charge for an industrial tour of all the B. Tech. 1st year students as it will bestow you with a first hand knowledge and experience of engineering.

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(b) (i) Write *one* antonym of the each word given below :

- (1) courteous
- (2) disgusting
- (3) hasty

(ii) Write *one* synonym of the each word given below :

- (1) swift
- (2) studious
- (4) rely

(c) What is the difference between report writing and proposal writing ? Elucidate with examples.