

Course Code : HUT 253

KOLP/RW – 19 / 9039

**Third Semester B. E. (Computer Science and Engineering)
Examination**

BUSINESS COMMUNICATION

Time : 3 Hours]

[Max. Marks : 60

Instructions to Candidates :—

- (1) Mobile phones are not allowed in the examination hall.
- (2) All questions carry marks as indicated against them.
- (3) Due credit will be given to neatness and adequate dimensions.
- (4) Assume suitable data and Illustrate answers with neat sketches wherever necessary.

1. Explain the various barriers in communication. 10(CO1)
2. Explain the process of technical writing with appropriate example. 10(CO2)
3. (a) Rewrite the following sentences using passive voice :
 - (i) They pay me monthly
 - (ii) Dr. Damuel Jackson compiled the first English dictionary. 2(CO3)
- (b) Rewrite the following sentences by using the correct subject-verb agreement from the brackets :—
 - (i) That day I saw as many as twenty (aircrafts/airplanes) which (was/were) performing in the parade.
 - (ii) My (advices/advice) (are/is) always important. Don't ignore (it/the).
 - (iii) The (information/informations) sent by you (is/are) not sufficient.
 - (iv) The twenty thousand Rupees you gave me (is/are) lost. 4(CO3)
- (c) Rewrite the following sentences using the correct punctuations at appropriate place(s) :—
 - (i) Harassed and distraught right from the early days of her marriage she decided to embark on a journey of her own.

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Contd.

(ii) She was truly tormented by her daughter in law.

(iii) He said you are my friend.

(iv) Browns house is next to ours. 4(CO3)

4. Explain the criteria for writing reports. 10(CO2)

5. (a) Present the following data in a tabular form using the correct format of a table :—

The forest cover assessment presented by Government of India on its website <http://data.gov.in> reports the forest cover of 6 states. The total geographical area of **Andhra Pradesh** in 2011 was 2,75,069 ha. Out of which the total forest cover was 46,389 ha. In 2009 the forest cover for the state stood at 45,102 ha. **Arunachal Pradesh** had a total geographical area of 83,743 out of which the forest cover was 67,410 ha. In 2009 the forest cover for the state stood at 67,353. **Bihar's** total geographical area was 94,163 ha in 2011. 6,845 ha of the state was found to be forested in 2011 which was 6,804 ha in 2009. A heavily forested state, **Chhattisgarh** had 55,674 ha under forest cover out of 1,35,191 ha of geographical area in 2011. In 2009 the forest cover stood at 55,870 ha. 2,22,236 ha of geographical area of the state of **Jammu and Kashmir** had only 22,539 ha as forested in 2011. It was 22,639 ha. in 2009. The largest among the 9 states, **Madhya Pradesh** had 3,08,245 ha of political boundary out of which 77,700 ha was under forest cover in 2009. No change was reported in 2011. 10(CO4)

(b) Analyze the above data and carry out the following :—

(i) Present the change in the data for the two years.

(ii) Analyze and present if each of the states have achieved the target of 33% forest cover. (CO4)

6. Make slides for a 15 minute powerpoint presentation on any **one** of the following topics:—

(i) Instagram

(ii) Audience recognition and involvement. 10(CO5)