

Course Code : HUT 253

MQNR/MW – 19 / 9539

**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. Write on any **Two** of the following :

- (i) Usage of Social media in Business Communication.
- (ii) Role of the PAC concept in effective communication.
- (iii) Barriers in communication. 10(CO1)

2. Explain the criteria to write a memo. 10(CO2)

3. (a) Rewrite the following sentences using passive voice :

- (i) We can prove that Darwin's theory has some chinks in the armour.
- (ii) They will organize the function in the auditorium. 2(CO3)

(b) Rewrite the following sentences by using the correct subject-verb agreement from the brackets :

- (i) 20% of Rs. 2,000 (is/are) not a big amount.
- (ii) Nearly 40% of the students in that institute (has/have) problem with spoken English.
- (iii) Bread and butter (is/are) the breakfast for many in the country.

MQNR/MW-19 / 9539

Contd.

- (iv) Everything (was/were) destroyed in the fire. 4(CO3)
- (c) Rewrite the following sentences using the correct punctuations at appropriate place(s):
- (i) She was tall slim and beautiful.
- (ii) The ex director of the company is paying a visit in the evening.
- (iii) One cannot fool oneself for a long time, cleaning his glasses he spoke, but you have tried to keep yourself foolish enough for a pretty long time.
- (iv) Boys mobiles have become fun for them. 4(CO3)
4. Explain the criteria for writing a progress report. 10(CO2)
5. What is the criteria for creating effective tables and graphics for visual appeal of a document ? 10(CO4)
6. Assume that you have been selected for the youth conference in Canada to speak on the topic "India". Create the speech for the same. 10(CO5)