

Roll No

BT-103 (GS)
B.Tech., I & II Semester
 Examination, December 2024
Grading System (GS)
English for Communication

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.

ii) All questions carry equal marks.

1. a) Change the below sentences from Passive voice to Active voice: 7
- The mailman was barked at by the dog.
 - The table was jumped on by the cat.
 - The chef is preparing a delicious meal.
 - The essay was written by James.
 - The kennel was cleaned by the attendant.
 - The movie was directed by Christopher Nolan.
 - The chemistry book was read by the students.
- b) Select the verb tense that corresponds with the subject correctly. 7
- She _____ (goes/went) to the store every morning.
 - They _____ (is/are) studying for their exams right now?
 - Neither Joseph nor his family _____ French. (speaks/speak)

BT-103 (GS)

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- The cat _____ (sleeps/slept) peacefully on the windowsill.
 - They _____ (will/have) completed the project by next week.
 - He _____ (will/had) finish the task before the deadline.
 - The birds _____ (chirp/chirped) loudly in the morning.
2. a) Add the correct prefix or suffix to the word in parenthesis to complete the sentences. 7
- If the children _____ (behave), they must go to bed early.
 - Dogs are great for those looking for _____ (companion).
 - To me, there is nothing worse than _____ (bore).
 - Rocky is the most _____ (grace) dancer in the group.
 - The lesson is full of mistakes, we will have to _____ (write) it.
 - His support gives the case _____ (legitimate).
 - You can't _____ (do) what's already been done.
- b) Write the antonyms of the following words. 7
- Enormous, Exodus, Mortal, Ignorant, Occupied, Abounds, Feasibility.
3. a) Describe the benefits and drawbacks of written communication. 7
- b) Explain the communication cycle and process. What makes one-way and two-way communication different from each other? 7

BT-103 (GS)

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4. a) What is planning, drafting and editing? Explain in details. 7
b) What is the introduction of a lab report? How to write a lab report? 7
5. a) Give difference between verbal and non-verbal communication. 7
b) What are Tender issues? Why is tender needed? Give answer. 7
6. a) Why reading comprehension is important? How to improve comprehension? 7
b) What is the most common sentence structure? What are the elements of a sentence? Write. 7
7. a) How do you write a trouble report? Explain the structure of a report and its purpose. 7
b) You went for a vacation with your family to Dehradun and stayed in hotel Ashoka & Co. However, you are not satisfied with their service. Write a letter describing your stay and providing relevant suggestions. You are Vivan/ Priyal Joshi. 7
- 8 Answer the following. (any two) 2×7=14
a) Precise writing
b) Guidelines for writing Resume
c) Calling Quotation
d) Technical Description
