

1st Semester B.Tech. End Term Examination 2019-2020
COMMUNICATIVE & TECHNICAL ENGLISH (18HIST01)

Duration: 03:00

Full Marks: 60

1 Answer All

- a The major purposes of communication are to inform, instruct, motivate and _____? 1
- b The total setting in which communication takes place is called _____. 1
- c The syllable structure in the word "speech" is _____.
cvc, ceve, ccv 1
- d A consonant cluster is a group of _____ without a vowel between them. 1
- e Informal communication in the organisation is known as _____. 1
- f _____communication is the flow of information from a CEO to his subordinates. 1
- g Looking quickly over a book to get a overall idea of the content is called _____. 1
- h The short-story "The Fly" is written by _____. 1
- i Cc in E-mails is short for _____. 1
- j _____ reports present conclusions based on investigation and analysis. 1

2 Answer All

- a Explain the terms 'encoding' and 'decoding' in communication? 2
- b Transcribe 5 vowel sounds and 5 consonant sounds using IPA. 2
- c What is bias-free language? Discuss its importance in communication. 2
- d Write short notes on: 2
Skimming
Scanning
Inferencing
- e What is process writing? Elaborate on the stages. 2

3 Answer any One

- a Explain the importance of English today. 5
- b Elaborate upon any three of the following aspects of non-verbal communication - kinesics, haptics, personal space and different zones and attitude to time. 5

[P. T. O.]

4 Answer any One

a Transcribe the following words using the IPA symbols:

5

1. act
2. five
3. teach
4. march
5. skate
6. stand
7. paint
8. descend
9. sought
10. request

b What are diphthongs? Write their IPA symbols with two examples for each. How are they different from vowels?

5

5 Answer any One

a Prepare 10 PowerPoint Slides on the topic "The Importance of Body Language".

5

b Elaborate upon the different stages of presentation and their importance.

5

6 Answer any Three

a What play did Dasa use to fool the family members and how did they find out their folly?

3

b "I wonder what happens in Deoli, behind the station walls."

3

1. How does the writer describe the station at Deoli?
2. What is it that attracted the narrator to the Deoli station?

c Justify the title of the story "A Snake in the Grass".

3

d 3. What does the author mean by the term umbrella-conscience?

3

e What do you mean by evaluative comprehension and inferential reading?

3

7 DIRECTIONS: Read the passage and answer the question based on it.

6

A fact that draws our attention is that, according to his position in life, an extravagant man is either admired or loathed. A successful businessman does nothing to increase his popularity by being prudent with his money. A person who is wealthy is expected to lead a luxurious life and to be lavish with his hospitality. If he is not so, he is considered mean, and his reputation in business may even suffer in consequence. The **paradox** remains that he had not been careful with his money in the first place; he would never have achieved his present wealth.

[P. T. O.]

Among the low-income group, a different set of values exists. The young clerk, who makes his wife a present of a new dress when he has not paid his house rent, is condemned as extravagant. Carefulness with money to the point of meanness is applauded as a virtue. Nothing in his life is considered more worthy than paying his bills. The ideal wife for such a man separates her housekeeping money into joyless little piles – so much for rent, for food, for the children's shoes, she is able to face the milkman with **equanimity**, every month satisfied with her economizing ways, and never knows the guilt of buying something she can't really afford. As for myself, I fall neither of these categories. If I have money to spare I can be extravagant, but when, as is usually the case, I am hard up and then I am the meanest man imaginable.

1. suggest an appropriate title for the passage.
2. According to the passage the person, who is a successful businessman and wealthy?
3. What does the phrase 'lavish with his hospitality' in the third sentence of the first paragraph mean?
4. What is the meaning of the word 'paradox' in the last sentence of the first paragraph?
5. What is the meaning of the word "equanimity"?
6. What is the message that the author trying to convey in the passage?

8 Answer any One

- a Write a letter to the General Manager of Life Insurance Corporation regarding a claim to be made for an accident that you met and the loss that you have suffered. You can use imaginary policy numbers and details. 5
- b You bought an Air Conditioner from Global Electronics, Bhubaneswar, Odisha. At the time of purchase, the Sales Manager had promised free servicing of the product for one year but they have not provided a single one. Write a letter to the manager asking him to look into the matter and to provide you with the free servicing facility at the earliest. 5

9 Answer any Two

- a What is "Idea Mapping"? How does it help in the writing process? 2.5
- b Distinguish between informational and analytical reports. 2.5
- c Good paragraphs have unity, coherence and cohesion and progression. Elucidate. 2.5