

SET -B



SRM Institute of Science and Technology, Modinagar
B. Tech First year, Cycle Test Third, December 2022 (ODD Sem)

Subject code- 21LEH101T

Subject Title- Communicative English

Time 1.40 Hrs

Max. Marks: 50

(10 x 1 Marks= 10 Marks)

Part-A
Answer ALL Questions

Marks BL CO PO

1. The prefix to be added to form the opposite of "alliance" is.....
 - a) Non
 - b) Un
 - c) In
 - d) De
2. The adjective form of digest is.....
 - a) Digestive
 - b) Digestify
 - c) Digestion
 - d) None
3. Modern official letters are usually written in.....
 - a) Indented style
 - b) Simplified style
 - c) Semi-style
 - d) Full-block
4. He----- (be) weak in English in the beginning.
 - a) Being
 - b) Been
 - c) Was
 - d) Had been
5. While preparing our resume, what do we write under "career objective"?
 - a) Expected salary
 - b) Career goals
 - c) Work experience
 - d) None
6. What is Kinesis?
 - a) Paralanguage
 - b) Body language
 - c) Space language
 - d) All of the above
7. The numbering of agenda follows-----
 - a) 1,2,3,4
 - b) 1.1, 1.2, 1.3
 - c) +1, +2, +3
 - d) None

1 2 1 1

1 2 1 1

1 1 1 1

1 1 1 1

1 2 1 1

1 2 1 2

1 2 1 2

8. A satisfied customer is the best----- for any company's product.

- a) Advertisement
- b) Message
- c) Propaganda
- d) Opportunity

1 1, 2 1

9. Salutation is-----

- a) Closing lines
- b) Hobbies
- c) Polite expressions
- d) Greeting line

1 1 1 2

10. Which one is the correct expression used as subscription in job application?

- a) Yours faithfully
- b) Your's faithfully
- c) Your faithfully
- d) Your faithfully

1 1 2 1

Part-B

Answer All Questions

(4 x 10 Marks= 40 Marks)

11. (a) Write an email to Ghaziabad Municipality to remove the heaped garbage from your society and suggest the remedies to maintain the neatness of the society.

10 1 2 1

or

(b) Assume yourself as the team leader of the project titled "Home Depot TCS" and write a notice, agenda along with minutes of the meeting.

10 4 2 2

12. (a) Write three exchanges for each of the four members (12 exchanges in total) participating in a group discussion on the topic, "Digital advancement: Advantages and Disadvantages".

10 1 2 3

or

(b) Write the significance of interview skills. Elaborate seven tips of face to face interview.

10 1 2 1

13. (a) Define Business Communication and the role of the customers in the success of business.

10 1 2 1

or

(b) A reputed firm in Chennai requires Technical Engineers in IT and Software branches. A minimum of three years in a related industry is required. Write a cover letter along with detailed curriculum vitae to the HR Manager, Cognizant, Chennai.

10 2 2 3

14. (a) "Madras Silks" wants to open a Silk Saree House at Velachery, Chennai. As a Sales Officer, write a feasibility report to the Marketing Manager, Bangalore.

10 3 2 2

or

(b) Write a proposal to include Value added course in B.Tech curriculum of SRMIST, Ghaziabad.

10 2 2 2
