

II SEMESTER EXAMINATION, 2022 – 23

(Ist yr B.Tech.)

English for Communication

Duration: 3:00 hrs

Max Marks: 100

Note: - Attempt all questions. All Questions carry equal marks. In case of any ambiguity or missing data, the same may be assumed and state the assumption made in the answer.

Q 1.	<p>Answer any four parts of the following.</p> <p>a) How is general purpose communication different from technical communication?</p> <p>b) Write notes on the following:</p> <p>a) Colour as nonverbal communication.</p> <p>b) Silence as a means of communication.</p> <p>c) Under what circumstances will you, as a manager, prefer written communication over oral communication?</p> <p>d) What is non-verbal communication? Do you think you can manage any communication situation just with non-verbal cues? Give situational examples.</p> <p>e) Discuss email etiquette. Give some examples.</p> <p>f) Discuss the important points to be considered while drafting a cover letter to accompany a resume.</p>	5x4=20
Q 2.	<p>Answer any four parts of the following.</p> <p>a) How do preciseness and conciseness influence writing? Discuss.</p> <p>b) How is feedback important in communication? Give two examples of delayed feedback.</p> <p>c) Assume that you are assigned by your organization the task of preparing web content for the awareness campaign pertaining to 'water conservation'. Write down the document keeping in mind the important elements of web-based writing.</p> <p>d) Write a letter of declining the invitation to the course coordinator of National Academy of Defense Production who has invited you to deliver the guest lecture on 'Interview Skills'. Invent the necessary details.</p> <p>e) Emails are very fast means of communication, but have some drawbacks. Discuss.</p> <p>f) Choose the right prepositions in the following sentences:</p> <p>a) Despite all the rumours, we are quite confident about/of securing a win.</p> <p>b) Many members abstained with/from casting their votes.</p> <p>c) You need to apologize for/to her immediately.</p> <p>d) If you are ignorant of/about everything, you are likely to fail in life.</p> <p>e) He sounded particularly obliged to/for his family members.</p>	5x4=20
Q 3.	<p>Answer any two parts of the following.</p> <p>a) Change the voice (Active to Passive)</p> <p>a) Edison invented the gramophone.</p> <p>b) She washes her clothes.</p> <p>c) They laughed at him.</p> <p>d) He sent me a book.</p>	10x2= 20

	<p>b) Write a precis of the given passage:</p> <p>It is natural that prosperity should attract friendship or at least the semblance of friendship. The friends of a prosperous man come to him just as the bees come to a rose to suck honey from it. A rich man can realise their necessities by supplying them with money or helping them to obtain lucrative appointments. It is for this reason that a full purse never lacks friends. But when a rich man loses his wealth, or the powerful man is deprived of his power, all the fair-weather friends fade away. Why should they come to him now? They did not love the man himself but his riches, his hospitality and the favours he could confer on them. Only those that are true remain faithful to him. Thus, it is that friendship is tried by adversity as gold is tried by fire.</p> <p>c) Differentiate between oral communication and written communication with examples.</p>	
Q 4.	<p>Answer any two parts of the following.</p> <p>a) Write the Synonyms of the following words: Tedious, Submission, Accumulate, Inadvertent, Precarious.</p> <p>b) The great advantage of early rising is the good start it gives in our day's work. The early riser does a large amount of hard work before other men get out of bed. In the early hours, the mind is fresh and there is soothing sound that work done at that time is generally well. In many cases, the early risers, also finds time to take some exercise in the fresh morning air and this supplies them with a lot of energy that lasts throughout the day. An early beginning ensures maximum productivity without getting tempted to hurry over any part of work. Another benefit comes out as getting good sleep. At the time when sleeping is more refreshing and beneficial i.e., before mid-night, a sound sleep rejuvenates the individual one and prepares the mind, body and soul for next day.</p> <p>Based on the paragraph, answer the following questions: (2.5 marks each)</p> <p>a) What advantages does an early riser have over others?</p> <p>b) Why should one exercise in the morning?</p> <p>c) What are the advantages of going to sleep before mid-night?</p> <p>d) Suggest a suitable title for the paragraph.</p> <p>c) Draft a functional resume to be submitted to your placement coordinator for the upcoming placement session in your institute. Invent necessary details.</p>	10x2= 20
Q 5.	<p>Answer any two parts of the following.</p> <p>a) Write the Antonyms of the following words: Pious, Transparent, Sympathy, Abundance, Barren.</p> <p>b) What is a project report? Write a report on the recent project you have done in your college.</p> <p>c) Write the possible solutions to overcome these barriers:</p> <p>a) Dealing with people working in isolated office or environment.</p> <p>b) Dealing with a customer who is very talkative.</p> <p>c) Working in a noisy surrounding.</p> <p>d) Dealing with a frustrated and angry client.</p> <p>e) Dealing with visual distractions at workplace.</p>	10x2= 20