



Central University of Haryana  
Term End Examination March 2023  
B.Tech. Programmes Civil/CSE  
Branch: Civil/CSE

Course Code: BT HUM 101B  
Course Title: English Language Skills

Max Time: 3 hrs  
Max Marks: 70

**Instructions:**

Question Number **one (PART-I)** is compulsory and carries total 14 marks (Each sub Question carries two Marks).

Question Numbers 2(two) to 5(five) carry fourteen marks each with internal choice.

**PART -I**

Q. No.1

- (a) What are three P's of professional writing?
- (b) Differentiate between CV, Resume and Bio-data.
- (c) Differentiate between BATNA and WATNA.
- (d) Define three kinds of Resume.
- (e) Give two advantages of Telephonic interview.
- (f) Mention any two personal gains that one gets on writing a report.
- (g) Define paragraph. Name the four components of a paragraph.

**PART -II**

Q. No.2/ (a) Do as directed in brackets. (7 marks)

- i) Everyone of the prisons \_\_\_\_\_ full. (is/are)
- ii) Neither my friend nor I \_\_\_\_\_ to blame (is/am/was)
- iii) Three parts of the business \_\_\_\_\_ left for me to do. (are/is)
- iv) She called him a fool. (Identify the verb pattern)
- v) You have made your shirt dirty. (Identify the verb pattern)
- vi) I saw him crossing the bridge. (Identify the verb pattern)
- vii) We have paid him the money. (Identify the verb pattern)

(b) i) Complete the following passages with the most appropriate choices given in brackets.

Insects do not have (1) \_\_\_\_\_ (wings, vision, absorption) as sharp as that of mammals or birds. The insect compound eye is more familiar to movement and so it cannot (2) \_\_\_\_\_ (hilariously, precisely, tangibly) position distant objects. So, insects tend to take a rather unsteady flight path to navigate to a particular object. (2 marks)

✓ ii) You are HR of an ABC Publishing house. Interview is to be conducted for clerical staff. As the HR you need to inform the shortlisted candidates for details (venue, timings, etc.)

regarding the interview. Draft a NOTICE in 50 words covering all the necessary information which is to be displayed at the Head Office. (5 marks)

OR

Q. No.2 (a) Write an essay on "Soft Skills: Key to Success" in about 200 words. (7 marks)

(b) Arrange the following sentences in the correct order to construct a unified and coherent paragraph. Give an appropriate TITLE to the paragraph. (7 marks)

i) By passing the steam through specially designed turbines geared to the generator to be rotated, electric power can be produced.

ii) In some countries an alternative source of heat energy is provided by the controlled nuclear fission of uranium and other fissile elements.

iii) By the combination of such fuels in the boiler, high-pressure steam can be generated.

iv) Coal, oil, and natural gas are the commonest prime sources of energy.

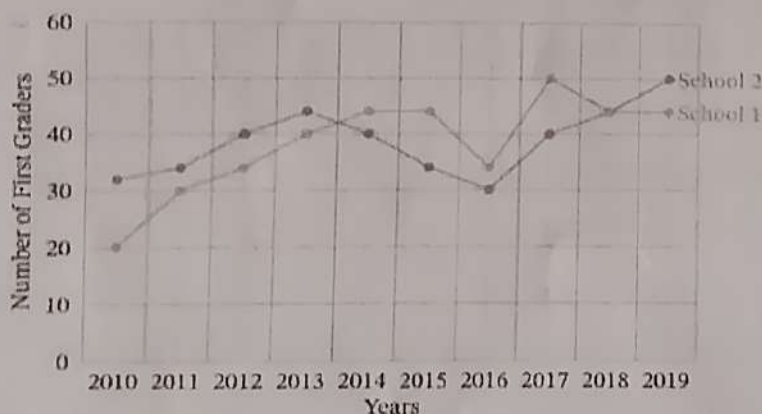
v) The electric power thus produced is fed into the distribution network of power lines and cables radiating from the generation station.

vi) The energy released by the nuclear reaction heats a stream of gas which is used to raise steam for driving the turbines and generators.

vii) it is here from that the electric power is transmitted to its industrial customers.

Q. No.3 (a) The following line graphs compare the average number of first graders in two different schools for 10 years. The orange line represents school 1, and the blue line represents school 2. Compare the two line graphs with the use of proper comparatives in about 150 words.

(7 marks)



(b) (i) Differentiate between Bell and Belle by using them in sentences. (2 marks)

(ii) Differentiate between Anonymous and Unanimous by using them in sentences (2 marks)

(iii) Give one-word substitution of: One for whom the world is home. (1 mark)

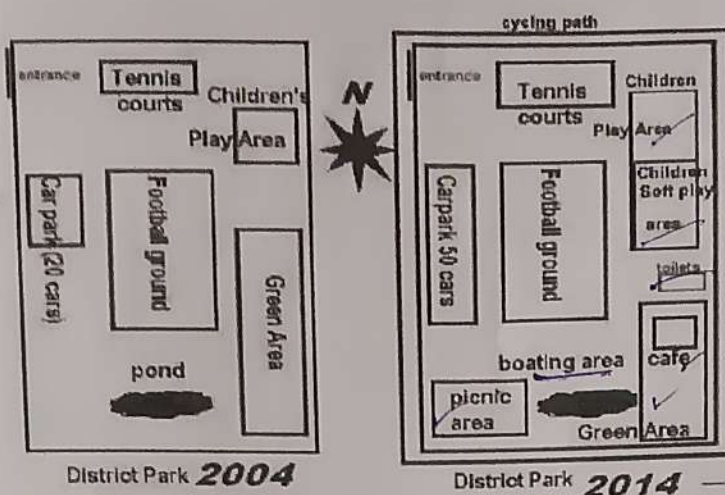
(iv) Construct a sentence for the Idiom: "Flash in the pan" (1 mark)

(iv) Use the following phrasal verb "nod off" in your sentence

OR



Q. No 3 (a) Elaborate the changes seen in a District within 10 years in 150 words. Use appropriate comparatives. (7 marks)



**The diagrams show how a District park looked ten years ago and how it looks now.**

(b) Do as directed in brackets: (7marks)

i) I want to find a gym that is not only close to my apartment but also I want to find a cheap one. (make the sentence parallel)

ii) Using twenty-one different instruments, they will collect data that scientists hope will help explain the origins of comets and other celestial bodies. (Delete the redundant word or phrase)

iii) Use the following phrasal verbs in sentences: call off; count on.

iv) Give one word substitution of : One who does not drink wine.

v) Differentiate between Cease and Seize by using them in sentences.

Q. No.4 (a) do as directed in brackets: (7 marks)

i) She wants a medical advice (change the adjective into adjective phrase)

ii) He tried hard (Change into adverb phrase)

iii) We enjoy cricket (change into noun phrase)

iv) All desire wealth and some acquire it (change to passive)

v) He must work very hard to make up for the lost time (change into compound)

vi) I called him but he gave me no answer (into Simple)

vii) He replied to the best of his ability (into complex)

(b) Do as directed in brackets: (7 marks)

i) If I had been there, I ..... have helped. (would/could/either)

ii) Whatever you do, do well. (Identify whether Complex, compound or simple)

iii) They saw the storm approaching. (Change into passive)

iv) ~~They saw the storm approaching.~~ (Into passive)

open the window

- v) Alice was not much surprised at this. (into active)
- vi) One should keep one's promises. (Into passive)
- vii) Had I known in advance, I \_\_\_\_\_ enough money. (would take/ will take/ took/ would have taken)

OR

Q. No 4 (a) Do as directed in brackets: (7 marks)

- i) He remarked how impudent the boy was. (into simple)
- ii) Do as I tell you or you will regret it. (into complex)
- iii) The Russians burnt Moscow. The French were forced to quit it. (into simple)
- iv) He was my school fellow. He has become a great man. He has grown proud. He forgets his old friends. (into compound)
- v) Do not insult the weak. (into passive)
- vi) If I were you, I \_\_\_\_\_ him right away (will dismiss/ would dismiss/ would have dismissed)
- vii) The melody has been composed wonderfully by A.R. Rahman. (change into active)

(b) In modern times, working women are facing problems like eve teasing, sexual harassment, gender discrimination at the time of promotion, salary fixation etc. You, as the Head of Women Welfare Association, have been asked to write a report on Gender Discrimination at Work Places. Prepare a Questionnaire to be sent to women professionals working in various organizations in order to elicit the relevant information. (7 marks)

Q. No.5 (a) The following advertisement was given in The Hindustan Times. Write a COVER letter with a detailed CV for the given post : Wanted a Plant Manager (Operations) at our new factory in Gaziabad, UP. Engineering Graduates with minimum 5 years experience in manufacturing industries as Plants Managers can apply. Salary is negotiable. Apply with particulars to Box 650, The Hindu, Chennai- 600004. (7 marks)

(b) "Her only message of cheer to people who knew they had not much longer to live was *Bhogoban Achhen*". Discuss about Mother Teresa in the light of the above statement. (7 marks)

OR

Q. No.5 (a) Define negotiation. Give the requisites of a negotiation process. (7 marks)

(b) Lala Har Dayal in his book "Hints for Self Culture" discusses about five groups of natural phenomena. Name them and discuss them briefly. (7 marks)