

Roll No .....

### BT-103 (CBGS)

#### B.Tech., I & II Semester

Examination, May 2019

### Choice Based Grading System (CBGS)

#### English for Communication

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.

ii) All questions carry equal marks.

1. Do as directed: 14
  - i) He said , I am glad to be here this evening. (Change into indirect speech)
  - ii) Change into passive form:  
"Was supplying"
  - iii) Change into passive form: " has supplied"
  - iv) Correct the sentence by using appropriate form of verb:  
you will achieve professional success if you will be able to communicate effectively.
  - v) Correct the use of article in the sentence Although all the metals react with oxygen, their reactivity is different.
  - vi) Correct the use of preposition in the sentences "your weakness to view others about your frame of reference may also lead to confusion and misunderstanding"
  - vii) Give one word for That which cannot be conquered?
2. a) Give antonym for: 4  
Momentary, Enhance
- b) Give synonyms for: 4  
Initiate, Opulent
- c) Add suffix to form adjectives 3  
Admire, Agree, Believe
- d) Add Prefix to the following. 3  
National, Visible, Expensive

3. a) Give two examples of each: 4  
oral and written communication in an organization.
- b) Explain what do you understand by Non-verbal communication. Give examples. 4
- c) Give diagramatic explanation of the "Process of communication". 6
4. a) Write short note on the art of drafting and editing a paragraph. 4
- b) Write what points should be remembered while precisising a paragraph. 4
- c) Define and give essential features of writing a report. Give elements in the structure of a report. 6
5. a) What is attention line in a business letter? 4
- b) What are the characteristics of writing a letter of complaint? 4
- c) Write an application to the director of your organization for an opportunity to apply for a project under "Digital India" scheme. http://www.rgpvonline.com 6
6. a) Write a paragraph on meaning and significance of communication. 7
- b) What are different barriers to communication? How can barriers be over come? 7
7. a) Write short notes on. 7
  - i) Report of trouble
  - ii) Progress report
  - iii) Laboratory report
- b) Write a report on impact of social media on technical education. 7
8. a) Write guidelines for writing a resume. 7
- b) Write an essay on the "Importance of Business Letters". 7