

(Please write your roll no immediately)

Roll no ... E-015

Programme : B.Tech.programmes

Semester : I

Paper code : HS113

Subject : CSL

Time : 1.30 hours

Max marks : 30

Note- Question no 1 which is compulsory and attempt any two more question from remaining

1 Write short notes on the following

2*5=10

- (a) Vocabulary
- (b) Bibliography
- (c) Reading and listening
- (d) Technical writing
- (e) Telephone etiquette

2

5*2=10

QNo 2 (a) Write a general notice informing the employees the change in reporting time of office.

QNo 2 (b) Do as directed

- (i) Let all the doors be open. (change the voice)
- (ii) Rita told me that she would not come to college tomorrow. (Change into direct speech)
- (iii) Sun rises in the east. (Article)
- (iv) He was driven out of the school. (Drive)
- (v) What is the time in your watch. (Preposition)

3

5*2=10

QNo 3 (a) What are the major differences between memo and circular. Explain with example.

QNo 3 (b) Write a paragraph on any one of the following with 150 words.

- (I) Mobile phone a boon or bane
- (II) Generation gap
- (III) Global warming

4

5*2=10

QNo 4 (a) Write a complaint letter to the production unit about the behavior of crew members of BPL.

QNo 4 (b) What are the types of reports.