

**Indian Institute of Information Technology, Sri City, Chittoor**

Name of the Exam: Communication Essentials

Duration: 90min

**Set-A2**

Max. Marks: 20

**Instructions:**

- Write your answers in the A4 sheets only.
- Write your name, roll number and question paper set number in the answer script
- Scanned copy of the answer booklet (PDF format only) should be sent to the invigilator at the end of the exam.
- Link to upload your answer script will be sent to you in the last 10 minutes of the exam.
- File name should be roll number - Set no ( Eg: S20200010101-A2 )

**Part-A (10 marks)****5X2=10**

- 1) Who is the convener/chairperson?
- 2) How would you define the term 'agenda'?
- 3) Use 'odd one out' in a sentence of your own and write two example sentences.
- 4) List out two trinominal idioms.
- 5) The following sentences are erroneous. Identify the error, explain why it is an error and rewrite the sentence correctly. (1 Marks each)
  - a. Sneha is always admired for her great dressing sense.
  - b. I cannot be able to explain that fear of death.

**Part B (10 marks)****2X5=10**

1. Why is the conducting of meetings on a regular basis important in any organisation?
2. Describe the following picture. Think about what you see in the picture. Analyse your thoughts and write a short paragraph in not less than 100 words. Use your critical thinking ability to do this task.



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