

Letter and Email Writing x Meet - bmw-ouku-alc x End Semester Examination, 22nd x Write an application Letter to the x +

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End Semester Examination, February 2021  
Open with Google Docs  
Course: B.Tech Semester: 1<sup>st</sup>

Paper Name: English Communication and Public Speaking Skills - I  
Paper Code: HSMC101

Full Marks: 100 Time: 3 hours

Answer all the questions. Each question is of 10 marks.

1. A. i) Change from Passive to Active Voice.  
a) A novel is being read by Mary  
b) A stone was being thrown by the kid  
c) A car has been bought by him  
d) The door had been knocked at by someone  
e) Yam is eaten by people in my country  
ii) Insert Prepositions  
a) Do you think it is a good idea to ban smoking \_\_\_\_\_ public places?  
b) Look at the picture \_\_\_\_\_ the wall.  
c) My house is \_\_\_\_\_ the end of the street.  
d) I stopped \_\_\_\_\_ of Nancy's & Ibson's house.  
e) Do you like walking \_\_\_\_\_ the garden?  
OR  
B. i) Rewrite the sentences in Passive voice.  
a) He opens the door. -  
b) The door is opened by him.  
c) We set the table. -  
d) She pays a lot of money. -  
e) I draw a picture.  
ii) Complete the following sentences using the correct degree of the adjective given in the brackets.  
a) My brother's handwriting is ..... (bad) mine.  
b) Health is ..... wealth. (important)  
c) Blood is ..... water. (thick)  
d) Everest is ..... peak in the world. (high)  
e) This is ..... play I have ever heard on the radio. (interesting).

2. A. Define Communication. Talk about any four types of Communication with proper examples.

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26. Define Communication: talk about any four types of communication with proper examples.  
**OR**  
B. "Silence is a Response" - Validate.

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3. A. Write an Email to your Class Teacher on the advent of Vivekananda's Birthday for a small celebration to mark the day.  
**OR**  
B. You being the Class Representative, draft a notice for your fellow Classmates to Participate in the Painting Competition to be organized in your college.

4. A. Write a notice to your fellow classmates for active participation for Setting up a Class Library for study purpose.  
**OR**  
B. Write an application Letter to the Bank Manager for re-issuing your ATM Card, stating the reason accurately.

5. A. Write an Essay  
Life in Pandemic-A New Normal Norm  
**OR**  
B. Write an Essay  
The importance of Technical Communication in the study of Engineering.

6. A. As the Sales Manager of HCL, draft a suitable reply to the Sales Manager of Satyam Enterprise regarding a complaint letter sent by the latter asking for repair and replacement.  
**OR**  
B. As the Manager of a hotel in Delhi, write a letter to the General Manager of Uttam Potteries, Aliganj Road, Khurja telling him that most of the contents of the case of China which you ordered were found broken. The cost of the broken articles works out to Rs2200/. Demand replacement or suitable compensation.

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7. A. Your Company is considering to make an in-house canteen for office employees. Your office has around hundred employees. Draft a letter report to give an estimate of the man-power and money required to setup and run the canteen.

OR

B. As the secretary to the chairman of Tribeni Cement Limited write a memo to all the office staff to follow the working hours and not waste time during lunch hours.

8. A. Write a letter of application, together with your Curriculum Vitae (CV) for the job in response to the advertisement-COBOL Programmers, with minimum 2 years' experience required by a well-known Data Processing Company in Delhi. Apply within 10 days to Box No. 65, New Delhi - 110068.

OR

B. Write down a telephonic conversation between a potential recruiter and a fresher.

9. A. Your college has received 50 lakh Grant from AICTE. Write a letter to the Dean recommending on areas of improvement in infrastructure.

OR

B. As the Sales Manager of a company, draft a reply which has to be sent in the form of an email to three customers who have complained about your product. Invent necessary details.

Page 2 of 3

10. A. Your company's manager haven't been satisfied lately with the quality of some new employees. They believe that the hiring process may be the reason, and they've asked the HR department to recommend a set of criteria for the recruitment of new employees. Draft a report suggesting better ways of recruitment.

OR

B. Assume yourself to be a team-leader of a software company. Write an appraisal report on the performance of your team in the last quarter, which has to be submitted to the

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