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**F.E Semester-I (Revised Course 2016-17)**  
**EXAMINATION AUGUST 2021**  
**Technical English**

**[Duration : Two Hours]****[Total Marks : 60]****Instruction:**

- 1) Answer THREE FULL QUESTIONS with ONE QUESTION FROM EACH PART
- 2) Figures to the right indicate full marks

**Part- A**

- |     |   |    |
|-----|---|----|
| Q.1 | a) Define soft skills. Why are soft skills important in society?                              | 10 |
|     | b) Write a note on the three Ps of a job interview-preparation, punctuality and presentation. | 10 |
| Q.2 | a) Write a note on Communication and social Media with reference to the five Cs.              | 10 |
|     | b) What is your understanding of ergonomics?  | 10 |
| Q.3 | a) List and explain five criteria for judging a group discussion                              | 10 |
|     | b) What are some of the myths attached to listening   | 10 |

**Part- B**

- |     |   |       |
|-----|---|-------|
| Q.4 | a) You are a recent graduate from your engineering college. You wish to apply for the post of Graduate Engineer Trainee at Skillers Development Ltd. Write a cover letter and draft a curriculum vitae for the same | (5+7) |
|     | b) What is the central theme of Kalam's Three Great Hearts Resolve a Problem?   | 8     |
| Q.5 | a) What are some of the techniques one can use to write a good assignment   | 10    |
|     | b) You are the President of Wentworth Industries Limited. The employees of your company are frequently absent from work without prior notice. Draft a reprimand memo for the same.                                  | 10    |
| Q.6 | a) In what way is Chetan Bhagat's speech a good one? cite with examples   | 10    |
|     | b) Write a letter to the Head of your institution asking for a leave of absence   | 10    |

**Part- C**

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|-----|---|----|
| Q.7 | a) Write a note on ergonomics at the workplace                      | 10 |
|     | b) Write a note on soft skills and its importance at the work place | 10 |
| Q.8 | a) What are the psychological barriers to communication?            | 10 |
|     | b) Give one word for  | 10 |
|     | i) A government by a king or queen -M__A__Y                         |    |

- ii) Cause to move faster –AC\_\_ \_E\_AT\_
- iii) Study of sciences relating to the bodily structure of human –A\_\_T\_\_Y
- iv) Beautiful Writing –CA\_\_ \_G\_\_PH\_
- v) A person who has been forced to leave their country in order to escape war  
–RE\_\_G\_\_
- vi) Something that can be eaten –ED\_\_ \_L\_
- vii) Animals in a large number –F\_OC\_
- viii) Song in praise of God-HY\_\_
- ix) A lack of sleep –I\_S\_M\_IA
- x) A place where clothes are kept –W\_R\_\_ \_BE