

B. Tech Even (End) Semester Examination, 2023

**Agricultural Engineering /
Computer Science & Engineering /
Electronics & Communication Engineering
(2nd Semester)**

Course No.: ASH-205
(English-II)

Full Marks: 70

Pass Marks: 28

Time: 3 hours

- Note:**
1. Answer five questions, choosing one from each unit.
 2. Begin each answer in a new page.
 3. Answer parts of a question at a place.
 4. Assume reasonable data wherever required.
 5. The figures in the right margin indicate full marks for the question.

UNIT-I

1. Write a letter to the bank manager complaining about malfunctioning ATM, and requesting a refund. 14

OR

2. Read the passage given below and answer the questions that follow: 7x2=14

As you approach your career goals, you feel the need of having skill in making presentations. These presentations open the door to a brighter, bigger and more prestigious career. This works in two ways: they open the closed avenues and also bigger ones for those who are already in the

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queue. These will lead them up the pole of success, promotion and prosperity. These attempts should not be taken carelessly or casually because they put you on the path of realization of your ambition.

As in many other spheres, marketing yourself for a job in a career stream too needs your meticulous attention and preparation. This also shows your inner urges; how you look at your job, your long term career perspectives and the ultimate result from it.

Failing to prepare is preparing to fail! This should be your guideline. There is no reason to fear making a presentation if one is aptly prepared for it. Plodding is not enough to create an impression and get a concept approved. You have to be able to inform and convince others to get their approval. This is where your presentation skills come into play. Absence of these skills mars your chances.

Genuine preparation is the first step. This begins with mental readiness and storing the mind with sufficient relevant matter. An empty mind cannot deliver the goods. Fill the mind with ideas, concepts, facts and figures. You will have a lot of material for presentation.

Add to your information base. When your research base is extensive, you can select the best for the presentation. Conduct research-through books, magazines, newspapers and publications, interviews, informal chats and letters exchanged with experts in the field. The presentation will be most appreciated when you are able to give the audience something new, more than what it already knows. Add some new slants.

Find a presentation with an action point to make it more persuasive. If you know who is going to form the majority of your audience, you can tailor to make your presentation to suit it. Make every effort to hit the bull's eye.

Begin by stating the purpose and providing a preview of what will be created. The preview should be a quick summary of the outline of what is going to follow. Arouse curiosity and anticipation.

Go through the outline point by point. Be sure to cover every topic promised in the preview. In the end sum up your points briefly, but effectively. Think of some punch lines. Arrange your material in a logical sequence. Put down one idea or one piece of information and carefully link it to the next. One technique you can employ is the use of semantic bridges. For example, Amazingly, Interestingly can be put before the sentence runs its own course. The duration is dependent on the nature of the topic, its importance, relevance to a particular situation and audience. The main aim is to express as well as to impress.

On the basis of the reading of the passage, answer the following questions by choosing the best of the given choices.

(a) When do you feel the need of making presentations?

- (i) When you start your college life?
- (ii) When you wish to apply for a new job?
- (iii) When you are at the senior most level?

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- (a) When you wish to improve your professional position?
- (b) Why should presentations be taken carefully and not casually?
- (i) because a presentation is made before many people
- (ii) because a presentation leads you to realize your ambition
- (iii) because you cannot afford to make mistakes
- (iv) because a presentation requires skills and concentration
- (c) What are the two most important skills in making an effective presentation?
- (i) preparation and research
- (ii) informal chats and finding relevant matter
- (iii) mental readiness and clear concepts
- (iv) ideas and facts and figures
- (d) How should a presentation be ended?
- (i) with a punch line
- (ii) with a summing up
- (iii) with a semantic bridge
- (iv) (i) and (ii) above
- (e) Find antonym for the word 'ungrateful'.
- (i) grateful
- (ii) thankless

- (iii) docile
- (iv) kind

(f) Find a word from the passage which means 'showing great attention to details'.

- (i) urges
- (ii) meticulous
- (iii) perspective
- (iv) ultimate

(g) What is the main aim of a presentation?

- (i) To express and impress
- (ii) To apply for a job
- (iii) To interact with colleagues
- (iv) To receive feedback

UNIT-II

3. Write seven different sentences that can be used to appreciate someone formally. $2 \times 7 = 14$

OR

1. Write a set of ten instructions that are to be followed by the students in a college library. 14

UNIT-III

3. Write a paragraph (in approximately 200 words) on "Importance of Sports". 14

OR

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6. Write a brief report (in approximately 200 words) on a certain cultural event that was organized on university campus. 14

UNIT-IV

7. Write a conversation (in approximately 200 words) between two friends planning for a "group-project assigned to them. 14

8. *Or* Write an argumentative essay (in approximately 200 words) analysing the advantages and disadvantages of staying in a hostel while pursuing a course in a university. 14

UNIT-V

9. Explain the following grammatical terms with examples.

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|-----------------------------------|---|
| (a) Dependant Clause | 3 |
| (b) Independent Clause | 3 |
| (c) Relative Clause | 3 |
| (d) Compound Sentence | 3 |
| (e) Adverb of Frequency <i>Or</i> | 2 |

10. Explain the usage of any seven punctuation marks with example. 14
