

Reg. No. R A 2 2 1 1 0 3 7 0 1 0 0 0 2

B.Tech./ M.Tech. (Integrated) DEGREE EXAMINATION, JANUARY 2023
First Semester

21LEH101T - COMMUNICATIVE ENGLISH

(For the candidates admitted from the academic year 2022-2023)

Note:

- (i) Part - A should be answered in OMR sheet within first 40 minutes and OMR sheet should be handed over to hall invigilator at the end of 40th minute.
(ii) Part - B & Part - C should be answered in answer booklet.

Time: 3 Hours

Max. Marks: 75

PART - A ($20 \times 1 = 20$ Marks)

Answer ALL Questions

1. _____ of impact is determined by body language-postures, gestures, and eye contact. 1 2 1 10
(A) 70% (B) 55%
(C) 38% (D) 7%

2. Unclarified assumptions in a communication can lead to _____ and _____. 1 2 1 10
(A) premature evaluation, poor (B) lack of planning, physical barriers
listening
(C) information overload, selective (D) lack of planning, physical barriers
perception

3. Which of the following is considered as unofficial but effective way of communication? 1 2 1 10
(A) Horizontal Communication (B) Upward Communication
(C) Diagonal Communication (D) Downward Communication

4. In which of following, the listener puts himself in place of the speaker? 1 2 1 10
(A) Empathetic listening (B) Appreciative listening
(C) Combative listening (D) Attentive listening

5. Choose the correct verb forms for the following sentence: 1 3 2 10
Arun was very upset yesterday because he _____ that he _____ his wallet.
(A) realized/lost (B) realizes/has lost
(C) has realized/ lost (D) realized/ had lost

6. Fill in the blanks with appropriate Conjunctions / Connectives: 1 2 2 10
_____ you work out regularly, you will not see any results.
(A) Although (B) Because
(C) Unless (D) Though

7. Choose the appropriate synonym for 'translucent'. 1 2 2 10
(A) Opaque (B) Vague
(C) Timeless (D) Transparent

8. Which of the following is NOT a rule of précis writing? 1 2 2 10
(A) Always have a heading (B) Use as extensive vocabulary as possible
(C) Remove any irrelevant information (D) Do not use any short forms or abbreviations
present in the original passage

9. Choose the sentence with the correct question tag. 1 3 3 10
Swastik attends the class regularly, _____?
(A) did he (B) Has he
(C) doesn't he (D) does he

10. Choose the appropriate antonym for 'abstain'. 1 4 3 10
(A) Regress (B) Imbibe
(C) Restraine (D) Indulge

11. Typing in all capitals in electronic communication means _____. 1 4 3 10
(A) you are happy. (B) you are shouting.
(C) it's okay to forward this message to others. (D) this message is very important.

12. Which of the following is not a netiquette guideline? 1 4 3 10
 (A) Respect others' privacy (B) Respond to emails and texts promptly
 (C) If you wouldn't say it face to face, (D) Choose friends wisely
 say it online.
13. Which of the following is NOT a parallel sentence? 1 3 4 10
 (A) Mohan and Ramu are planning to carpool to the party, to dance, and to attend the after party.
 (B) Stephen's mom complained that he had too many bad habits: he would never clean up his room, brush his teeth, or vacuuming the house.
 (C) Eleanor spends her time reading, listening to music, and working at the mall. Bob had an active life: he swam twenty laps, ran five miles, and lifted weights every day.
14. Find out the grammatical error in the following sentence: 1 3 4 10
 John is / one of the Students, / who is dependable / in all the circumstances
 (A) John is (B) one of the Students
 (C) who is dependable (D) in all the circumstances
15. Which of the following is NOT an example of acronym? 1 3 4 10
 (A) UNO (B) SIM
 (C) RADAR (D) ZIP
16. _____ is a process of analyzing, interpreting, and evaluating. 1 3 4 10
 (A) Skimming (B) Scanning
 (C) Critical reading (D) Through reading
17. Fill in the blanks with appropriate verb forms: 1 3 5 10
 A regiment of soldiers _____ deployed for election duty.
 (A) are (B) is
 (C) had (D) were
18. Identify the degree of comparison for the following sentence: 1 3 5 10
 In mountain regions, day travel is better than night travel.
 (A) Comparative (B) Positive
 (C) Superlative (D) Negative
19. Change the following sentence into passive voice: 1 3 5 10
 She was crafting an antique.
 (A) An antique is being crafted by (B) An antique has been crafted by her.
 her.
 (C) An antique was been crafted by (D) An antique was being crafted by her.
20. Change the following direct speech into indirect speech: 1 2 5 10
 She said, 'Will you come for the party?'
 (A) She said we would come for the party. (B) She asked whether we would come for the party.
 (C) She exclaimed we will come for the party. (D) She asked whether you will come for the party?

PART - B (5 × 8 = 40 Marks)

Answer ALL Questions

21. Read the following passage carefully and choose the best answer: 8 2 1 9

Management is a set of processes that can keep a complicated system of people and technology running smoothly. The most central characteristics of management include scheduling, accounting, organizing, staffing, controlling, and problem-solving. Leadership is a set of process that generates organisations in the first place or acclimatizes them to expressively changing situations. Leadership outlines what the impending should look like, bring into line people with that vision, and inspires them to make it happen despite the obstacles. This distinction is absolutely crucial for our purposes here: Successful transformation is 70 to 90 per cent leadership and only 10 to 30 per cent management. Yet for historic motives, numerous organisations today don't have much headship. And almost everyone thinks about the problems here as one of managing change. For most of this century, as we created thousands and thousands of large organizations for the first time in human history, we didn't have enough good managers to keep all those bureaucracies functioning. Thus many companies and academies developed management programmes, and hundreds and thousands of people were stimulated to learn managing on the job. And they did. But, people were taught little about leadership. To some degree, management was emphasized because it's easier to teach than leadership. But even more so, supervision was the chief item on the twentieth-century outline because that's what

Marks BL CO PO

was needed. For every entrepreneur or business builder who was a leader, we needed hundreds of managers to run their ever growing enterprises. Regrettably, for us today, this importance on management has often been longstanding in corporate cultures that dishearten workers from learning how to lead. Ironically, past success is usually the key ingredient in producing this outcome. The condition, as I have perceived it on many cases, goes like this: victory creates some degree of market supremacy, which in turn produces much progress. After a while keeping the ever larger organizations under control becomes the primary challenge. So attention turns inward, and managerial competencies are nurtured. With a robust importance on supervision but not on headship, administration and an inward focus take over. But with continued success, the result mostly of market dominance, the problem often goes unaddressed and an unhealthy arrogance begins to evolve. All of these features then make any renovation struggle much more problematic. Arrogant managers can over evaluate their current performance and competitive position, listen poorly, and learn slowly. Inwardly focused employees can have difficulty seeing the very forces that present threats and opportunities. Bureaucratic cultures can smother those who want to respond to shifting conditions. And the lack of leadership leaves no fore inside these organizations to break out of the morass.

- (1) Why, according to the author, is a distinction between management and leadership crucial?
 - (a) Leaders are reactive whereas managers are proactive.
 - (b) Organisations are facing problems of not getting good managers.
 - (c) Organisations are pursuing the strategy of status quo.
 - (d) In today's context, organizations need leaders much more than managers in transforming them.
2. Why did companies and universities develop programmes to prepare managers in such a large number?
 - (a) Companies and universities sought to produce funds through these programmes.
 - (b) A large number of organizations were created and they needed managers in good number.
 - (c) Organisations did not want spend their scarce resources in training managers.
 - (d) Organisations wanted to create communication network through trained managers.
3. Which of the following statements is NOT TRUE in the context of the passage?
 - (a) Bureaucratic culture can smother those who want to respond to changing conditions.
 - (b) Leadership produces change and has the potential to establish direction.
 - (c) Pressure on managers comes mostly from within.
 - (d) Leadership centres on carrying out important functions such as planning and problem-solving.
4. Which of the following is not the characteristic of bureaucratic culture?
 - (a) Managers listen poorly and learn slowly.
 - (b) Managerial competencies are nurtured.
 - (c) Employees clearly see the forces that present threats and opportunities.
 - (d) Prevalence of unhealthy arrogance.
5. Which of the following is SIMILAR in meaning to the word SMOTHER as used in the passage?
 - (a) suppress
 - (b) encourage
 - (c) instigate
 - (d) criticise
6. Why were people taught little about leadership in management programmes?
 - (a) Teachers were busy in understanding the phenomenon of leadership.
 - (b) Enough study material was not available to facilitate teaching of leadership.
 - (c) Focus of these programmes was on developing managers.
 - (d) Leadership was considered only a political phenomenon.
7. In the passage, management is equated with
 - (a) Organisation
 - (b) Leadership
 - (c) Organisational vision
 - (d) Bureaucracy

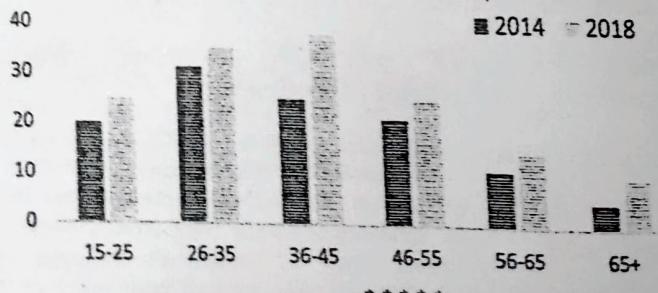
8. Why does the attention of large organizations turn inward?
 (a) Their managers become arrogant.
 (b) They have to keep themselves under control.
 (c) Their success creates market dominance.
 (d) None of these
22. a. Write a set of eight instructions to be followed to maintain a laptop in good working condition. 8 3 2 9
- (OR)
- b. **Read the following passage and draw the flow chart:**
 Eco-bags can naturally decompose over time. However, it is more profitable and eco-friendly to recycle them for future use. Eco-bags are recycled in special cleaning and processing facilities through an innovative and highly cost-effective process. Collecting and sorting out used bags is the first step of the recycling process. Recyclables can be collected from drop-off centres or curb side bins and then sorted according to the material they are made of: paper, jute, cotton, or recyclable plastic. Once sorted, they are sent to different units for further processing. There, these materials are cleaned and churned for the manufacture of customisable shopping bag material. Bag material produced after initial processing becomes the raw material. During this stage, the material is treated with specific chemicals to make a new, freshly manufactured fabric. The end product is a foldable bulk, all set for the next stage of the recycling process. At this stage, the bag needs a little flair and colour. Plain new fabric produced in bulk is now dyed or printed according to product orders or market trends. During the last stage of the process, bags are aesthetically or functionally enhanced. Designers then add special features — for example, wooden handles, inner or outer lining, zips, buckles, or pockets. These add-ons will make the final product more attractive to buyers. And they also create a greater diversity in bag styles, fashion, and design.
- Write an essay of about 200 words on any one of the topic given below:**
23. a. Role of Online Communication in Post-truth world. 8 4 3 9
- (OR)
- b. Cyber bullying in Social Media and its impacts. 8 4 3 9
24. a. Imagine yourself to be the Team Leader in Wipro and send a mail to your team appreciating the successful completion of the Project. 8 5 4 10
- (OR)
- b. Compare and contrast extensive and intensive reading with examples. 8 5 4 10
25. a. Elaborate on the types of reports and its significance in an organization. 8 5 5 10
- (OR)
- b. Write a letter to the Manager of Shubiksha Electronics, Chromepet, Chennai, complaining that the mobile you recently bought from them does not function properly and ask for a replacement. 8 5 5 10

PART - C (1 x 15 = 15 Marks)
 Answer ANY ONE Questions

Marks BL CO PO

26. The Environmental Club of your College has organized 'Palm Tree Plantation Program' in a nearby village. As a secretary, draft a notice, agenda and Minutes of the second meeting. 15 6 5 10
27. Observe the following bar graph carefully and interpret using expressions of comparison and connectives. (in 300 words). 15 6 2 10

**INTERNET USERS BY AGE GROUP
 IN CANADA WHO SHOPPED
 ONLINE IN 2014 AND 2018**



Reg. No. R A 2 2 1 1 0 0 3 0 1 2 0 5 9

B.Tech./ M.Tech. (Integrated) DEGREE EXAMINATION, MAY 2023
First & Second Semester

21LEH101T - COMMUNICATIVE ENGLISH

(For the candidates admitted from the academic year 2022-2023)

Note:

- (i) **Part - A** should be answered in OMR sheet within first 40 minutes and OMR sheet should be handed over to hall invigilator at the end of 40th minute.
- (ii) **Part - B & Part - C** should be answered in answer booklet.

Max. Marks: 75

Marks BL CO PO

Time: 3 Hours

PART - A (20 × 1 = 20Marks)

Answer ALL Questions

1 1 1 10

- Communication is commonly defined as the
 - (A) imparting or interchange of **(B)** imparting or interchange of thoughts, opinions, or information by speech, writing, or signs.
 - (C) imparting or interchange of **(D)** imparting or interchange of information by writing opinions by signs

1 1 1 10

- What is 'decoding' in the process of communication?
 - (A) Comprehending
 - (B) Speaking
 - (C) Listening
 - (D) Reading

1 2 1 10

- Which of the following is not a communication barrier?
 - (A) Language barrier
 - (B) Personal barrier
 - (C) Economic barrier
 - (D) Organizational barrier

1 2 2 10

- Which of the following is the personal barrier?
 - (A) Rigid rules
 - (B) Strict seniors/ boss
 - (C) Fear of superiors
 - (D) Poor working environment

1 2 2 10

- Reading the titles, sub titles and topic sentences can be classified under

- (A) Skimming
- (B) Scanning
- (C) Reading for thorough comprehension
- (D) Critical reading

1 2 2 10

- The reader comes up with various questions and arguments in _____.

1 2 2 10

- (A) Skimming
- (B) Scanning
- (C) Reading for thorough comprehension
- (D) Critical reading

- _____ should not be included in writing reviews for a product.

1 3 2 10

- (A) Appreciation /criticism
- (B) Category/type
- (C) Recommendations/suggestions
- (D) Un-grounded statements for improvement

- _____ communication is for a specific audience involving the usage of jargons.

1 3 2 10

- (A) Mass
- (B) Religious
- (C) Technical
- (D) Personal

- Hacking is _____ compromising digital devices and networks through unauthorized access to an account or computer system

1 3 3 9

- (A) an act of
- (B) a technology for
- (C) a tool for
- (D) a device for

- Which of the following is not online abuse?

1 3 3 9

- (A) Targeting someone's identity
- (B) Digital marketing
- (C) Threats of discrimination
- (D) Threats of harassment

- The word-for-word transcription of a section of someone else's work is

1 3 3 9

- (A) Direct plagiarism
- (B) Mosaic plagiarism
- (C) Self-plagiarism
- (D) Indirect plagiarism

- What is the search intent of the search words, 'buy a laptop stand'?

1 4 3

- (A) Informational
- (B) navigational
- (C) commercial
- (D) transactional

13. _____ is taken up by one for a considerable period of time after satisfying pre-requisite eligibility criteria. 1 4 4 9
 (A) carrier (B) job
 (C) assignment (D) career
14. A group discussion must advance _____. 1 4 4 9
 (A) truth (B) dishonesty
 (C) Personal glory (D) arguments
15. Which of the following is not an example of initialism 1 4 4 10
 (A) BBC (B) UNO
 (C) ISRO (D) CBI
16. Which of the following is to be written in the Cover letter for a job application? 1 4 4 9
 (A) eagerness in getting well paid (B) information about the people who could recommend you
 (C) fake claim of expertise (D) mention of your professional skills
17. Rigid rules in organization that acts as a communication barrier can be avoided by _____. 1 5 5 10
 (A) Appreciating the feedback (B) Being technically strong
 (C) Speaking with a plain tone (D) explaining the rules
18. Report discusses a particular problem in a _____ way. 2 3 6 10
 (A) Less detailed (B) Detailed
 (C) Complicated (D) Horizontal
19. The foremost barrier to business communication is 1 2 3 10
 (A) Lack of concentration (B) Lack of money or funding
 (C) Disinterestedness (D) Incorrect or inadequate communication channels
20. The proposal should start with _____. 1 3 3 9
 (A) An overview of the main area under study (B) The proposed structure of the report
 (C) Sampling technique (D) Time frame of the proposed research

PART - B (5 x 8 = 40 Marks)

Answer ALL Questions

21. Read the passage and answer the following questions

Political education has many connotations. It may be defined as the preparation of a citizen to take well informed, responsible and sustained action for participation in the national struggle in order to achieve the socio-economic objectives of the country. The predominant socio-economic objectives in India are the abolition of poverty and the creation of a modern democratic, secular and socialist society in place of the present traditional, feudal, hierarchical and in egalitarian one.

Under the colonial rule, the Congress leaders argued that political education was an important part of education and refused to accept the official view that education and politics should not be mixed with one another. But when they came to power in 1947 they almost adopted the British policy and began to talk of education being **defiled** by politics. 'Hands off education' was the call to political parties. But in spite of it, political infiltration into the educational system has greatly increased in the sense that different political parties vie with each other to capture the mind of teachers and students. The wise academicians wanted political support, without political interference. What we have actually received is infinite political interference with little genuine political support. This interference with the educational system by political parties for their own ulterior motives is no political education at all and with the all round growth of elitism, it is hardly a matter for surprise that real political education within the school system (which really means the creation of a commitment to social transformation) has been even weaker than in the pre-independence period.

It appears that we have made no progress in genuine political education in the post-education period and have even slided back in some respects. For instance, the education system has become even more elite-oriented. Patriotism has become the first casualty. The father of the nation gave us the courage to oppose government when it was wrong, in a disciplined fashion and on basic principles. Today, we have even lost the courage to fight on basic issues in a disciplined manner because agitational and anarchic politics for individual, group or party aggrandizement has become common. In the recent times the education system continues to

Marks BL CO PO

support domination of the privileged groups and domestication of the under-privileged ones. The situation will not change unless we take vigorous steps to provide genuine political education on an adequate scale. This is one of the major educational reforms we need, and if it is not carried out, mere linear expansion of the existing system of formal education will only support the status quo and hamper radical social transformation.

1. Which word is nearly opposite in meaning as "defile" as used in the passage?
(A) Disparage
(B) forgery
(C) degenerate
(D) sanctify
2. According to the passage, what should be the main purpose of political education?
(A) To champion the cause of elitism
(B) To bring qualitative change in the entire education system
(C) To create an egalitarian society
(D) To prepare the young generation with high intellectual acumen.
3. How has politics been related to educational institutions after independence?
(A) Although they got political support but there was no interference of politics.
(B) It is clear that they got almost no political support as well as political interference.
(C) They got political support at the cost of political interference.
(D) There was substantial interference without political support.
4. Based on the passage, which is the major drawback of the present education system?
(A) The education system mainly represents the oppressed sections of the society.
(B) The present education system promotes the domination of the privileged few.
(C) It is based on the British model of education.
(D) It is highly hierarchical and egalitarian in nature.
5. Which is the most opposite in meaning to the word 'hamper' as used in the passage?
(A) Accelerate
(B) envision
(C) foster
(D) initiate
6. Connotations is not related with ----
(A) meaning
(B) overtone
(C) significance
(D) denotations
7. Which of the following is false?
(A) Academicians are in favour of inclusion of politics in education
(B) Political education is always fair and impartial
(C) Post Independence period is stronger than in including politics in education
(D) Congress was in favour of inclusion of politics in education
8. Which of the following is true?
(A) We need a major educational reforms
(B) We don't need a major educational reforms
(C) Political education doesn't have many connotations
(D) The predominant socio-economic objectives in India is the abolition of gender inequality

22. a. Write the précis for the following passage:

Water makes up about 60% of your body's weight, and although you can survive without food for weeks, dehydration can kill you within days or even hours, depending on the temperature and your environment.

Dehydration means more water is moving out of your body's cells than into them. And as this happens, it's not just water that you lose. Small amounts of electrolytes critical to cell function and energy, such as sodium and potassium, are lost along with the water.

You could quickly become constipated as your colon steals water from your stool to keep your digestive system moving. Urine will become darker; prolonged dehydration can also crystallize salts and minerals in urine, possibly leading to the formation of painful kidney stones.

Because dehydration can often be mistaken for hunger, you might gain weight as you try to satisfy your body's needs. Fortunately, the opposite is also true if you're hydrated. If you suffer from migraines, studies show that a lack of fluids might easily trigger an episode. Headaches are also likely to last longer if you're low on fluids. In addition, dehydration can leave you unable to concentrate, cause short-term memory problems and leave you feeling moody and anxious.

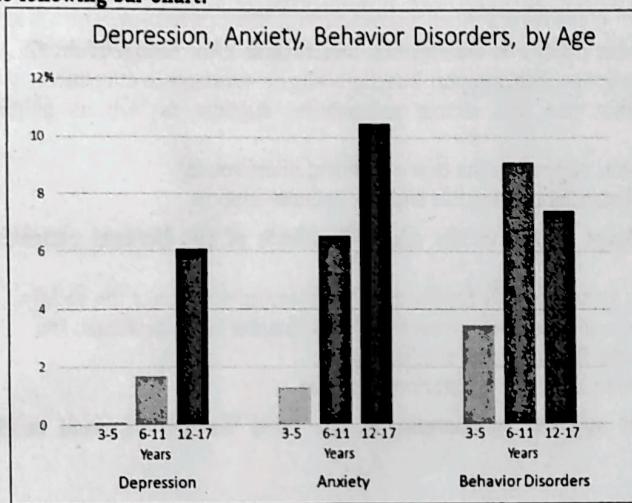
Adults' signs of dehydration include fatigue, dizziness, confusion, less-frequent urination and extreme thirst, but the latter has one exception: the elderly. Older adults may not feel thirsty but can still be dehydrated.

That's why one of the best ways to tell whether you're lacking fluids is by the color of your urine. The morning is the best time to get a global sense of your hydration status. If your urine looks more like apple juice instead of lemonade, then you're dehydrated. On the flip side, the need to urinate throughout the day is a sign that you're well-hydrated.

(OR)

- b. Transcode the following bar chart:

8 2 2 9



23. a. Describe any two advantages and disadvantages of online communication respectively with examples. 8 5 3 10

(OR)

- b. Social media is like an ocean and etiquettes of social media are like life jackets. Validate your opinion on the statement with relevant examples. 8 5 3 10

24. a. Elaborate the ways of getting effectively engaged in a Group discussion. 8 4 4 9

(OR)

- b. Draft an email to Editor, The Hindu sharing your opinion on the current Higher Educational system in India. 8 5 4 9

25. a. Imagine that you have lost your passport, draft a letter to the Passport Office, India enquiring about the next step to be taken by you in this regard. Write the letter in the proper format inventing necessary details. 8 5 5 10

(OR)

- b. Effective business communication relies on the appropriate and efficient use of paralinguistic features. Justify. 8 6 5 10

PART - C (1 x 15 = 15 Marks)

Answer ANY ONE Questions

Marks BL CO PO
15 6 4 10

26. Infosys is looking for Senior Engineers in the departments of manufacturing and quality check. Eligibility: Engineering graduates with the minimum 3 years experience in the related field. Assume yourself as an eligible candidate and draft an application with Curriculum Vitae in the proper format inventing necessary details

27. Prepare an investigative report on youngsters losing their lives due to horrific road accidents. 15 6 5 10

* * * * *