



SEMESTER END EXAMINATIONS – MAY 2023

Program	: B.E :- Common to ECE / EEE / EIE / ETE / MLE / ME / IM/ CH	Semester	: I
Course Name	: Professional Writing Skills in English	Max. Marks	: 50
Course Code	: HSCC15	Duration	: 2 Hrs

Instructions to the Candidates:

- **PART – A** : Answer all the questions, each question carries one mark.
- **PART – B** : Answer one full question from each unit.

PART-A

CO1 – (10)
CO5

- Miloni is a well-behaved girl. (State the kind of phrase)
 - Adverbial Phrase
 - Noun Phrase
 - Adjective Phrase
 - Prepositional Phrase
- The stages in the writing process are.....
 - Researching, Planning, Drafting, Revising, and Editing
 - Planning, Writing, Revising, and Editing
 - Planning, Drafting, Proofreading, and Publishing
 - Drafting, Researching, Revising, and Writing
- Which of the following is in the pattern of Subject +Verb + Object?
 - Are you working tomorrow?
 - Is he working hard?
 - He admitted his mistakes
 - Getting up early
- An interrogative sentence ends with:
 - A full stop
 - A question mark
 - An exclamatory mark
 - A comma
- Check grammar, punctuation, and spelling errors called.....
 - Writing
 - Drafting
 - Editing
 - Revising
- The report is always written in.....
 - Receiving
 - Stop talking
 - Interpreting
 - Responding
- Which of these is the first step in the listening process?
 - illogical conclusion
 - logical conclusion
 - personal prejudice
 - ambiguous remarks
- Non-verbal communication is.....
 - impractical
 - Indifferent
 - non-repetitive
 - Sub-conscious
- Which of these is less important in an oral presentation?
 - Words
 - Body Language
 - Gestures
 - The number of people as the audience
- The group discussion assesses the candidate's ability to
 - Control others
 - Confer with others on specified subject
 - Argue with others
 - Seek attention

**PART- B
UNIT- I**

1. Use the given phrasal verbs in your own sentences. CO1 (08)
- i. Come across ii. Figure out iii. Back out iv. Drop in
v. Bank on vi. Run out of vii. Dish out viii. Get rid of
2. Rewrite the following sentences using appropriate subject-verb agreement. CO1 (08)
- i. The postman has came already.
ii. He was mop the house with an old rag.
iii. All the books is belonging to me.
iv. I saw Jack with that strange woman many times.
v. Laugh is the best medicine.
vi. He is a honest man.
vii. He called me on 12 o'clock
viii. The sweets was distributed among the children.

UNIT- II

3. a) Explain the principles of formal writing. CO2 (04)
b) Re-write the following passage with correct punctuation. CO2 (04)
- what would you like to eat asked Danielle, as she searched through the cupboards idon't know said Karen what have you got Well there s pasta, rice and various sauces said danielle do you fancy Italian or Chinese chinese I think ok then what can we have with it? I think there s some salad in the fridge. That ll be fine
4. Write an argumentative essay for or against the proposition on the following topic: CO2 (08)

Is social media killing communication?**UNIT- III**

5. a) Discuss the salient features of technical writing. CO3 (04)
b) What is a report? What are its types? CO3 (04)
6. a) MMD College, Nashik, recently organized a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita, editor of the school magazine. Write a report on the event for your college magazine. CO3 (04)
b) Rewrite the conversation to narrative form/reported speech. CO3 (04)
- Bobby: Hi Jason, it's great to see you again.
Jaison: Wow, it's great seeing you, how long has it been? It must be more than 6 months. I'm doing well. How about you?
Bobby: Not too bad.
Jaison: What movie are you and the family going to watch?
Bobby: I came here to watch the Simpsons movie. How about you?
Jaison: I'm going to watch a film today.

UNIT- IV

7. a) Have you ever asked someone to express their viewpoint before expressing your own? Substantiate your answer with suitable examples to overcome the barriers to listening skills. CO4 (04)
- b) **Read the following passage and answer the following question given below:** CO4 (04)
- Women have been subjected to injustice since ages. Some people feel that the birth of a girl child may lower their status in society. There is an extreme desire for boy-child among some sections of our society. Women need to be empowered. A woman has every right to give birth to a baby. The girl child is a blessing of God. Just give her a chance, and she will make you proud with her achievements.
- How women and men be made aware of their responsibilities to promote and practice gender equality?
8. Apply for the post of Software developer in any company of your choice along with a suitable resume. Assume the necessary information. CO4 (08)

UNIT-V

9. a) What do you understand by Interpersonal skills at the workplace? CO5 (04)
- b) Explain the dos and don'ts of group discussion. CO5 (04)
10. a) How important are interpersonal skills in the workplace? Infer your views. CO5 (04)
- b) Required 'technical support engineers'. Write an application with CV to Antex Software Solutions, 404, B-1, 17 9th Floor, Mahatma Gandhi Road, Bengaluru-560001. CO5 (04)

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