

Indian Institute of Engineering Science and Technology, Shibpur
B.Tech, 2nd Semester , End Term Examination, August 2021
Professional Communication in English (HU 1201)
(Groups I-IV)

Full Marks: **50**

Time: **90** mins (writing time)
20mins (uploading time)

Answer all the questions

- 1) Give two characteristics for each of the following: (2 x 5)
- a) A research proposal
 - b) A technical report
 - c) A memo
 - d) An email communication
 - e) A precis
- 2) As a graduate engineer apply for a suitable position in a firm which is reputed for its IT enabled services. Attach your curriculum vitae/resume. Invent necessary details to complete the application. (5+10)
- 3) Write the index page (only) of a technical report on the following topic: *The digital divide has affected education in India*. Give at least four suitable annexure descriptions. (6+4)
- 4) Correct the following sentences. (Please write the corrected sentences only in your answer scripts)
- a)The good trains derailed on its way to Jamshedpur.
 - b) We need to have a saving account in some bank for ease of transactions
 - c) Keep quiet, for goodness's sake.
 - d) You are required to give a twenty-minutes speech
- Make sentences with the following pairs of words:
Industrious-industrial; mandarin-meandering
- Give one word for the following:
- a) Someone who loves collecting stamps
 - b) A person who cultivates beautiful and elegant handwriting (4+4+2)
- 5) Write the gist of a technical proposal on the following topic: (5)
A scientific temperament is the basis of engineering education.