

Roll No.....

(B. Tech)  
End Semester Examination 2024

II-Semester

Paper Name: Advanced Professional Communication

Paper Code: THU 201

Time: 3:00 Hours

MM: 100

Note:

- (i) All questions are compulsory.
- (ii) Answer any two sub questions among a,b and c in each main question.
- (iii) Total marks in each main question are twenty.
- (iv) Each question carries 10 marks.

Q.1 (Attempt any 2 out of A, B & C)

10×2=20 Marks

- A. What are the steps that should be kept in mind when writing a précis? Discuss the importance of précis for engineers. C0-1
- B. Differentiate between an essay and a paragraph with a few examples. C0-1
- C. Write a paragraph on 'Role of Personality in an individual's success' in 250 to 300 words. C0-1

Q.2 (Attempt any 2 out of A, B & C)

10×2=20 Marks

A. Choose the correct option from the given choices for the highlighted phrases or idioms: C0-2

- 1. **At one's fingertips** means.....
  - a) It is expensive.
  - b) Something is unusual.
  - c) Complete Knowledge
  - d) Something is easy to get.
- 2. **By hook or by crook** means.....
  - a) To get in control.
  - b) By one means or another.
  - c) To make something easy.
  - d) To explore something beyond the expectation.
- 3. **Hit the books** represents.....
  - a) To study hard.
  - b) To sell out the book.
  - c) To search a topic in a book.
  - d) To read an interesting chapter in the book.
- 4. The builders **put the construction on ice** after an argument with the owner.
  - a) To do something badly or cheaply.
  - b) To do something hurriedly.
  - c) To stop progress.
  - d) To follow a process carelessly.
- 5. You should not visit the president's office again and again, just **sit tight**.
  - a) To make yourself more comfortable.
  - b) To wait patiently.

- c) To complain against someone.
- d) To stay for a long time.
- 6. You will be **burning your bridges** if you.
  - a) Save your money while working in a bank.
  - b) Steal a customer's money while working in a bank.
  - c) Borrow some money while working in a bank.
  - d) Deposit a customer's money in a bank.
- 7. **Cut throat** means.
  - a) To kill someone.
  - b) To fight with someone.
  - c) Tough competition.
  - d) Complain about a loss or failure.
- 8. I have a **bigger fish to fry** in my office these days, so I cannot help you in this project.
  - a) More important to take care of.
  - b) To deny from helping others.
  - c) To be reluctant to reply.
  - d) To speak boastfully of oneself.
- 9. **Book worm** is used for.
  - a) Knowledgeable person.
  - b) Insect that spoils books.
  - c) Uneducated person.
  - d) Habitual of reading books.
- 10. While investigating a case, the witness didn't remember anything but a broken chair at the main door **rang a bell**.
  - a) To remind something.
  - b) To knock at the door.
  - c) To suspect.
  - d) To get a clue.

B. Construct a meaningful paragraph using the 10 oxymorons given below, in any order as per your choice in 150 to 200 words. C0-2

- 1) Working holiday
- 2) Least favourite
- 3) Minor crises
- 4) Seriously funny
- 5) Zero tolerance
- 6) Growing smaller
- 7) Alone together
- 8) Love hate
- 9) True fiction
- 10) Silent scream

C. Follow the instructions in each question and choose the correct option for the following questions, based on phrasal verbs. C0-2

- 1) She has to do.....this report as there is an error in the draft.
  - a) on
  - b) over
  - c) through
  - d) about
- 2) Many names still missing in this list, so we have to look.....the main list again before the print out.
  - a) out
  - b) off ✓
  - c) up
  - d) in ✓
- 3) After a long argument on a topic the two friends broke..... and left each other forever

- a) off
  - b) with
  - c) away
  - d) into
- 4) We need to ..... the latest collection of books to not fall behind our rivals. Consider the most appropriate answer for the blank space.
- a) keep up with
  - b) hold up
  - c) keep in
  - d) take in
- 5) She came..... her hometown but did not meet her relatives or friends as she wanted to spend some time with her memories.
- a) up
  - b) over
  - c) along
  - d) to
- 6) The students were disappointed because they acted..... a nice story on the stage but the principal was not present in the hall.
- a) out
  - b) with
  - c) by
  - d) in
- 7) He didn't realize that I was waiting for him outside because he was too busy in taking.....the points from the book.
- a) through
  - b) down
  - c) out
  - d) about
- 8) He has decided to .....modeling as a career after joining the club recently.
- a) take over
  - b) take up
  - c) take down
  - d) take off
- 9) We must try to wipe.....poverty from the country and make people self dependent.
- a) out
  - b) in
  - c) with
  - d) up
- 10) The boy surprised everyone when he hit..... a new idea in the last meeting.
- a) on
  - b) out
  - c) in
  - d) into

Q.3 (Attempt any 2 out of A, B & C)

10×2=20 Marks

A. What is meant by an interview? What preparations are to be made for it from an interviewee's point of view? C0-3

B. Discuss the significance of soft skills and hard skills to be a successful engineer. C0-3

C. What aspects are assessed and evaluated during a group discussion? Explain group discussion as well. C03

**Q.4 (Attempt any 2 out of A, B & C)**

**10×2=20 Marks**

- A. Define Research. Discuss the important parameters or elements to write an ideal research paper. C0-4
- B. Draft a long report for submission to the HOD of your university in a prescribed format on 'The recently attended the industrial visit sponsored by the university pertaining to your academics and engineering at ABC Pvt. Ltd, Delhi. C0-4
- C. You are the President of the Cultural Committee of your University. The committee is planning to hold the 'Annual Fest' inviting participation of large number of students. Prepare a proposal for the benefit of the students to the authority of your university for approval and necessary expenses for the said program. C0-4

**Q.5 (Attempt any 2 out of A, B & C)**

**10×2=20 Marks**

- A. Discuss the role and principles of written business correspondence. C0-5
- B. What is a Resume' or CV? Explain some effective tips to make it appealing for applying a job. C0-5
- C. What steps are to be taken for successful presentation? Explain presentation skills. C0-5