



**End Term (Odd) Semester Examination November- December 2025**

Roll no.....

Name of the Course and semester: B.Tech 1<sup>st</sup>

Name of the Paper: Professional Communication  
Paper Code: THU: 101

Time: 3 hour

Maximum Marks: 100

**Note:**

- (i) All the questions are compulsory.
- (ii) Answer any two sub questions from a, b and c in each main question.
- (iii) Total marks for each question is 20 (twenty).
- (iv) Each sub-question carries 10 marks.

Q1.

(2X10=20 Marks)

- a. Write a short story in 150 words by using Past Tense, including (Past Indefinite, Past Continuous, Past Perfect Continuous and Past Perfect Tense). (CO:1)
- b. Fill the correct verb given in the bracket in the following sentences: (CO:1)
  1. Why.....you help her yesterday despite my objection? (do)
  2. It..... when we reached the airport last night. (rain)
  3. I ..... him since yesterday. (meet).
  4. He is the most intelligent student but he .....(behave) as if he.....anything. (not know )
  5. You can go. Rain.....just know. (stop)
  6. The boys.....(leave) the classroom before the teacher came with the principal.
  7. The girl.....(buy) only pens because she had already bought the books.
  8. Last night the dog.....for a long time. ( bark)
  9. She ..... all the material by last evening. (type)
  10. Every student.....his/ her teacher to revise the syllabus today. (request)
- c. Write the correct word out of the two given options in each sentence on the basis of Subject verb agreement. (CO: 1)
  1. A number of soldiers....injured during the war (was, were).
  2. The number of people.....started speaking against the government (have/has).
  3. My applications.....not been approved (has, have).
  4. The Prime Minister, together with his wife..... the press cordially(greets, greet).
  5. On the day of the departure, every one of the boat's crew.....down with fever (was, were).
  6. One of the countries..... going to raise the problem of the global warming last year (was/ were).
  7. Even though the students like the class, a few.....that it is too complicated (thinks, think ).
  8. The manager and the H.R..... decided to select only few best students this year (has, have).
  9. Each of my students..... been punished for not submitting the latest assignment (have, has).
  10. Either she or her friends..... responsible for this accident (is, are).



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**Q2.**

(2X10=20 Marks)

- a. Define report writing by highlighting its main characteristics. Describe the structure of a formal report. (CO: 5)
- b. Explain the significance of presentation skills? Describe the main types of presentation. (CO: 4)
- c. Write a note on the theme ‘The Gifting Culture’ in 200 words. (CO: 4)

**Q3.**

(2X10=20 Marks)

- a. Change the following sentences into passive voice: (CO:1)
  1. The police arrested a militant and sent him to jail.
  2. Where is the boy singing a song?
  3. Our team may win this match.
  4. He has not written the assignments.
  5. They were asking many questions to the teacher.
  6. Who has given you a present?
  7. Why had the principal punished you?
  8. The university will declare the result soon.
  9. The students have to attend the class every day.
  10. We should help the poor.
- b. Write an essay in 200 words on “What is Science” by Meghnad Saha. (CO:2)
- c. Define reading skills. Explain the types of reading. (CO:3)

**Q4.**

(2X10=20 Marks)

- a. Discuss the key guidelines of presentation skills with a few tips to deliver an effective presentation. (CO: 4)
- b. You are Poorva/ Partha, Cultural Secretary of your institution, ABC University. A week-long Music and Dance festival was organized by your institution. Write a report for your Head of the Department about it by following the essential elements of the report in 200 – 250 words. (CO: 5)
- c. Describe a time when something went wrong but ended up being funny later, in one of your anecdote experiences in your life. (CO: 2)

**Q5.**

(2X10=20 Marks)

- a. Spot the error in the following sentences and rewrite it on the basis of the tenses: (CO: 1)
  1. He does not takes exercise every morning.
  2. We are working on a project since 2018.
  3. The train started before I reached the station.
  4. If he will go to market, he will buy a diary.
  5. The robber shot the young man before the police arrived.
  6. Somebody have stolen my money.
  7. They belongs to a rich family.
  8. Where you have found it?
  9. We have been not preparing for the exam.
  10. They have met him last week.
- b. Discuss the importance and objectives of enhancing reading skills. (CO:3)
- c. Define PowerPoint presentation. Describe the major dos and don’ts while making a PowerPoint presentation. (CO:4)