



End Term (Odd) Semester Examination November- December 2025

Roll no.....

Name of the Course and semester: B.Tech 1st

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)

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

Q3. (2X10=20 Marks)

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

Q4. (2X10=20 Marks)

- Discuss the key guidelines of presentation skills with a few tips to deliver an effective presentation. (CO: 4)
- 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)
- 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)

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