**HS3152-PROFESSIONAL ENGLISH**

**PART-B**

**UNIT I: INTRODUCTION TO EFFECTIVE COMMUNICATION**

**1. Define effective communication. Discuss the process and barriers involved.**

**Answer:**  
Effective communication is the exchange of ideas, thoughts, and information in a way that the receiver understands the intended message.  
**Process:**

1. Sender
2. Message
3. Encoding
4. Medium
5. Receiver
6. Decoding
7. Feedback
8. Noise

**Barriers:**

* Language barriers
* Psychological barriers
* Physical barriers
* Semantic barriers
* Cultural barriers

**Diagram:** Communication process cycle.

**2. Explain the seven C’s of effective communication with suitable examples.**

**Answer:**

1. **Clear:** Message must be easily understood.  
   *Ex: “Please submit the report by 5 PM.”*
2. **Concise:** Keep it brief.
3. **Concrete:** Specific facts and figures.
4. **Correct:** Grammatically accurate.
5. **Coherent:** Logical flow of ideas.
6. **Complete:** Contains all necessary information.
7. **Courteous:** Polite and respectful.

**3. What are the four main language skills? Explain how they are interdependent.**

**Answer:**

1. **Listening**
2. **Speaking**
3. **Reading**
4. **Writing**

These skills are interconnected; e.g., listening improves pronunciation, reading enhances vocabulary, writing requires grammar, and speaking needs fluency and clarity.

**4. What is effective listening? Explain its types, importance, and techniques.**

**Answer:**  
Effective listening means understanding and responding appropriately.  
**Types:**

* Active
* Passive
* Empathetic
* Critical

**Importance:** Builds relationships, reduces misunderstandings, improves learning.  
**Techniques:**

* Maintain eye contact
* Avoid interruptions
* Summarize
* Ask questions

**5. How can students develop language and communication skills during their academic journey?**

**Answer:**

* Practice reading newspapers and journals
* Write daily journals or blogs
* Participate in group discussions
* Attend communication workshops
* Use online learning platforms
* Engage in active listening activities
* Watch educational videos and TED Talks

**UNIT II – NARRATION AND SUMMATION**

**1. What is narration? Explain types of narration with examples.**

**Answer:**  
Narration is the act of telling a story or describing events.  
**Types:**

* **First person:** “I went to the store.”
* **Second person:** “You should try this.”
* **Third person:** “He finished the project.”  
  **Direct vs Indirect Speech:**
* Direct: He said, “I am tired.”
* Indirect: He said that he was tired.

**2. Write a short report on an industrial visit using proper format.**

**Answer:**  
**Title:** Report on Industrial Visit to Ashok Leyland  
**Date:** 25th February 2025  
**Objective:** To understand automobile manufacturing  
**Description:** Students visited the engine assembly and testing units  
**Outcome:** Gained insight into automation and safety protocols  
**Conclusion:** The visit enhanced technical knowledge and awareness.

**3. What is subject-verb agreement? Explain the rules with examples.**

**Answer:**  
Subject-verb agreement means the subject and verb must match in number.  
**Rules:**

* Singular subject = singular verb (She goes)
* Plural subject = plural verb (They go)
* Indefinite pronouns (Everyone **is** ready)
* Words between subject and verb do not affect agreement.

**4. Explain the use of past tense and its types with examples.**

**Answer:**  
**Types of past tense:**

* **Simple past:** I walked.
* **Past continuous:** I was walking.
* **Past perfect:** I had walked.
* **Past perfect continuous:** I had been walking.

Used for actions that happened before now, narration, historical events, etc.

**5. Discuss the use of phrasal verbs and word formation (prefixes/suffixes) with examples.**

**Answer:**  
**Phrasal Verbs:** Verb + preposition/adverb  
Examples:

* Give up (quit)
* Look after (take care)

**Prefixes:**

* un- (unhappy)
* re- (rewrite)

**Suffixes:**

* -ness (kindness)
* -ly (quickly)

**UNIT III – DESCRIPTION OF A PROCESS / PRODUCT**

**1. Describe the structure of writing a product description with an example.**

**Answer:**  
Structure:

* Name and introduction
* Features
* Specifications
* Advantages
* Usage  
  **Example:**  
  Product: Bluetooth Speaker
* Compact design
* Wireless connectivity
* Battery life: 10 hours
* Uses: Travel, home, parties

**2. Write a process description on “How to Install a Software Application.”**

**Answer:**  
**Title:** Installing Software Application  
**Steps:**

1. Download installer
2. Double-click the setup file
3. Accept terms and conditions
4. Choose installation location
5. Click install
6. Finish and restart if necessary

**3. Differentiate between homonyms, homophones, and homographs with examples.**

**Answer:**

* **Homonyms:** Same spelling/pronunciation, different meaning (bat)
* **Homophones:** Same sound, different spelling/meaning (sea/see)
* **Homographs:** Same spelling, different pronunciation/meaning (lead - metal / lead - to guide)

**4. Explain the role of imperatives and adjectives in giving instructions.**

**Answer:**  
**Imperatives:** Used for giving commands (e.g., "Turn on the power.")  
**Adjectives:** Describe features (e.g., "The **blue** wire connects to the battery.")  
Both are essential in manuals and instructional writing.

**5. Write a product manual for using an electric kettle.**

**Answer:**  
**Product Name:** QuickBoil Electric Kettle  
**Instructions:**

* Fill water up to the mark
* Place the kettle on the base
* Switch on
* Wait for auto shut-off
* Pour water safely  
  **Safety Tips:**
* Don’t overfill
* Don’t touch while hot
* Keep away from children

**UNIT IV – CLASSIFICATION AND RECOMMENDATIONS**

**1. Explain note-making and its significance. Create a sample note.**

**Answer:**  
**Note-making:** Summarizing important information using bullet points, abbreviations, and symbols.  
**Benefits:** Saves time, helps revision, improves understanding.  
**Example:**

yaml

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Topic: Renewable Energy

- Solar: sunlight → electricity

- Wind: turbines → power

- Advantages: eco-friendly, sustainable

**2. How do you write recommendations? Give a sample recommendation report.**

**Answer:**  
Structure:

* Situation/Problem
* Observations
* Suggestions  
  **Sample:**  
  **Recommendation:** To reduce power consumption in labs
* Replace CFL with LED bulbs
* Monitor usage
* Create awareness among students

**3. What are pronouns? Explain types with examples.**

**Answer:**  
Pronouns are words that replace nouns.  
**Types:**

* Possessive: mine, yours
* Relative: who, which  
  **Examples:**
* This is **my** book. (possessive)
* The girl **who** won is here. (relative)

**4. How to convert non-verbal data (graph/chart) into a paragraph?**

**Answer:**

* Analyze title and units
* Identify trends (increase/decrease)
* Use linking words (overall, in contrast)  
  **Example:**  
  "A pie chart shows that 40% of energy is from coal, 30% from gas, and 30% from renewable sources."

**5. Define collocations and explain fixed/semi-fixed expressions.**

**Answer:**  
**Collocations:** Words that often go together (e.g., strong tea, heavy rain)  
**Fixed expressions:** Never change (e.g., by the way)  
**Semi-fixed:** Slightly flexible (e.g., as a matter of fact)

**UNIT V – EXPRESSION**

**1. Write a descriptive essay on “A Memorable Journey.”**

**Answer:**  
Include:

* Place
* Companions
* Travel experience
* Scenery
* Emotions
* Conclusion with lessons learned  
  (Write in first-person, vivid sensory details)

**2. What are the different types of sentences? Explain with examples.**

**Answer:**

1. **Simple:** One independent clause  
   *Ex: She is singing.*
2. **Compound:** Two independent clauses  
   *Ex: She sings, and he plays.*
3. **Complex:** Independent + dependent  
   *Ex: Because it rained, we stayed in.*

**3. What is negation in grammar? Explain with examples.**

**Answer:**  
Negation is forming a negative sentence.  
**Forms:**

* Using “not”: I do not smoke.
* Negative questions: Don’t you agree?
* Negative imperatives: Don’t touch that!

**4. Explain cause-effect expressions with suitable examples.**

**Answer:**  
Used to show reasons and outcomes.  
**Examples:**

* Because of (reason): The flight was delayed **because of** fog.
* Therefore (result): She studied hard; **therefore**, she passed.
* Due to, as a result, hence, so

**5. Write a narrative essay on “An Unforgettable Event in My School.”**

**Answer:**  
Narrate:

* Introduction of the event
* Who was involved
* What happened
* Emotions/Surprises
* Ending with impact or lesson  
  (Use past tense, first-person, dialogue if needed)