



USN No: ENG18CA0009

II Semester B. Tech / B.C.A. Examinations – May 2019 / June 2019

Course Title: English / Technical Communications

Course Code: 16HU117 / 16EN102

Duration: 03 Hours

Date: 22-05-2019

Time: 10:00 AM to 01:00 PM

Max Marks: 60

- Note:**
1. Answer 5 full questions choosing one from each Section
 2. Each Section carries 12 Marks

SECTION - 1

- 1.a. Define synopsis. (02 Marks)
- 1.b. Mention any three approaches of Team Building. (06 Marks)
- 1.c. What is Technical Report? Explain any five elements of Technical Report. (04 Marks)

OR

- 2.a. Explain three major styles of leadership. (06 Marks)
- 2.b. Explain some of the characteristics of Good Leadership. (04 Marks)
- 2.c. What is Memorandum? (02 Marks)

SECTION - 2

- 3.a. Explain the different elements of writing a Synopsis. (08 Marks)
- 3.b. Define Report. (02 Marks)
- 3.c. What is job application? (02 Marks)

OR

- 4.a. Explain how to write business apology letter. (05 Marks)
- 4.b. Explain any four features of enquiry letter. (04 Marks)
- 4.c. What do you mean by Notice? (03 Marks)

SECTION - 3

- 5.a. Choose the correct pronouns to complete the sentences: (06 Marks)
- (i) Everyone at the table has eaten _____ lunch. (his/their)
 - (ii) My son dropped _____ bottle on the ground. (his/her)
 - (iii) Grandma is waiting for _____ shawl. (his/her)
 - (iv) The guys ate all of _____ Pizza. (his/their)
 - (v) Did he see _____? (us/we)
 - (vi) What did _____ do about the car? (them/they)
- 5.b. Fill in the blanks with appropriate form of verbs: (06 Marks)
- (i) She's been _____ to music all day. (listen/listening)
 - (ii) When was the last time you _____ a new shirt (buy/bought)
 - (iii) Do you still _____ tennis? (play/ playing)
 - (iv) My father _____ in a bank. (working/ works)
 - (v) Stop _____ and listen to me (talks/talking)
 - (vi) I don't know who _____ this wall. (paints/painted)

OR

- 6.a. Define: (06 Marks)
- (i) Letter of Interest
 - (ii) Letter of Regret
 - (iii) MoM
- 6.b. Draft a letter for enquiring about watches to the Fast Track company and make reply to the enquiry. (06 Marks)

SECTION - 4

- 7.a. What is E-Mail? Write any six advantages of E-Mail. (06 Marks)
- 7.b. Why meeting minutes is important? Explain. (03 Marks)
- 7.c. Explain any three tips that might help in minute - note taking. (03 Marks)

OR

- 8.a. Complete the following sentence with an appropriate tenses (09 Marks)
- (i) This time tomorrow, I _____ on the beach. (will lie / will be lying)
 - (ii) She said that she _____ help me. (will / would)
 - (iii) Phone me when you _____ time. (have / would have)
 - (iv) I will follow you wherever you _____ (go / goes)
 - (v) You _____ an accident if you go on driving like that.
(will have / would have)
 - (vi) When you phoned, I _____ in the garage. (am working / was working)
 - (vii) I _____ all my childhood in South India. (spend / spent)
 - (viii) The phone _____ while I was having a bath. (rang / was ringing)
 - (ix) I tried a little of the soup to see how it _____. (tastes / tasted)

- 8.b. Mention any three ways you can tame your anger. (03 Marks)

SECTION - 5

- 9.a. CBM technologies require graduates in electronics for the post of Sales Executive for their Bangalore Branch. Candidates should have at least 2 years' experience in sales, excellent communication skills, and be willing to travel. (08 Marks)
- (i) Prepare a resume appropriate to this job advertisement.
- (ii) Write a suitable cover letter for this resume.
- 9.b. As a student do you have schedule for time management? (04 Marks)

OR

- 10.a. Explain the guidelines to follow while writing a formal letter. (06 Marks)
- 10.b. Write a note on the three types of leadership. (06 Marks)



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SCHOOL OF ENGINEERING
KUDLU GATE, BANGALORE-560068

Department of ENGLISH

2nd Semester B.Tech/BCA– IATest-2

Course Name: ENGLISH Course Code 16HU 117/16EN102

Max Marks: 50		Duration: 1 ½ hrs
Note:	1. Answer any FIVE full Questions	Date: 1-04-2019
	2. Each question carries 10 marks	Time: 2.30 - 4.00pm

I. Write short notes on the following:

- a) Breaking the Ice 2 marks
- b) Letter of Enquiry known as letter of interest-explain. 3 marks
- c) Different Segments of Memo. 5 marks

II. Answer in brief: 5 x 2 = 10 marks

- a) Letter of Regret`
- b) What is the purpose of writing a notice?
- c) Mention the five steps involved while writing Minutes of Meeting.
- d) Tips for writing an effective memorandum.
- e) What is the two-fold purpose of memo?

III. a) State whether the following statements are true or false 5 x 2 =10 marks

- MOM is important for the employees absent from meeting. T
- Memorandum' word is derived from Greek language. T
- A notice is a source of information. T
- Letters are displayed on notice board. F
- Formal letters are written in more than one page. T

b) Mention the guidelines to be followed while writing a formal letter?

IVa) When preparing to write a memo, what are the questions to be kept in mind?

b) Explain the 5W's of Notice Writing.

Va) Define Notice and explain the format of notice 5x2=10 marks

b) What are tools used specifically for MOM.



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- VI)a) The Discussion segment in MEMO is known as the longest segment -Explain. 5 x 2 marks
b) Mention the Importance of Minutes of Meeting.

