

Sections: A - F

NMAM INSTITUTE OF TECHNOLOGY, NITTE*(An Autonomous Institution affiliated to VTU, Belgaum)***I Sem B.E. (Credit System) Mid Semester Examinations – I October 2012****12HU114 – ENGLISH AND COMMUNICATION SKILLS**

Max. Marks: 20

Duration: 1 Hour

Note: 1) Answer **Two** full questions choosing **One** from **each Unit**.
 2) All questions carry equal marks.

Unit – I

- a) Transcribe the following words into IPA: theme, shape, those, judge, chap, sing, pleasure, yacht, bird, palm, pool, call, chair, coil, how, tour, high, seer, good, above. 5
- b) Explain with graphic representations on what you know and understand by stress, intonation, their patterns and their kinds. 5
- a) Choose at least twenty words that will represent the 9 unfamiliar consonant sounds, 5 long vowels and 8 diphthongs. 5
- b) Show your familiarity with stress, intonation, weak and strong forms with relevant examples and graphic representations. 5

Unit – II

Write a full fledged business letter to an Institute / firm of your choice and format / frame a CV of not less than 5 years of experience after graduation. All steps of letter and CV writing should be involved. 10

Write an application for the job of a junior executive to 'the general manager, Infosys, IT City, Bangalore,' attaching a relevant CV to justify your application. Mention meaningfully all the steps of CV and letter writing. 10



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Unit – I

1. a) Explain report and various types of reports. 5
 b) Briefly describe all the steps of 'Front Matter'. 5
2. Give all the steps for an interpretative report with a brief description for each step. 10

Unit – II

1. Highlight on the essentials of paragraph writing and the types of paragraphs. 10
- a) What are the types of clauses? Give explanation with an example for each clause. (main, co-ordinate, noun, adjective and adverb clauses.) 5
- b) What are the types of sentences? Give an example each for all four types. 5

