

NMAM INSTITUTE OF TECHNOLOGY, NITTE*(An Autonomous Institution affiliated to VTU, Belgaum)***II Sem B.E. (Credit System) Mid Semester Examinations – I March 2013****12HU114 – ENGLISH AND COMMUNICATION SKILLS**

on: 1 Hour

Max. Marks: 20

*Note: i) Answer the following questions.**ii) Question No. 1 & 3 are compulsory.*

Transcribe the following words into IPA.

Thief, June, sharp, call, curd, treasure, that, sing, year, chain, got, hair, how, toe, cure,
toil, might, silly, cut, hook

5

Explain with the graphic representations stress patterns and Intonation patterns.

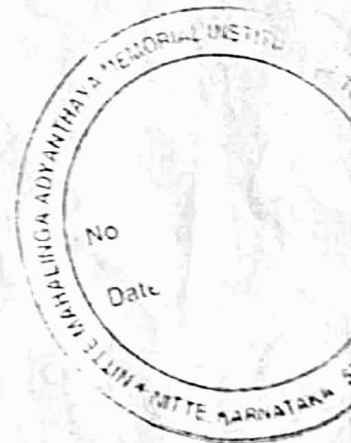
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ORExplain with the graphic representation State, Event, Habit and their temporary aspects
referring to present time and tense.

5

Write a business letter involving all the points for letter writing. Prepare a CV of your own
presuming that you have atleast 5 years experience after graduation.

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II Sem B.E. (Credit System) Mid Semester Examinations – II, April 2013

12HU114 – ENGLISH AND COMMUNICATION SKILLS

Max. Marks: 20

Note: i) Answer the following questions.
ii) Question No. 2 & 3 are compulsory.

What are the necessary inputs for a 'front matter' of a report or a book? Explain with examples.

10

OR

What are the essentials of the 'body and back matter' of an interpretative report? How is it different from informative report? Explain with examples.

10

Draft an agenda for a meeting and write the minutes of the meeting on the agenda as drafted by you.

5

Explain in detail the essentials of paragraph writing and the types of paragraphs.

5
