

B.Tech/BTMT 1ST Semester Mid Term Examination, 2021
Subject- Language (Professional Communication in English)/ Communication in English
Subject Code- UCE/UME/UCH/UEIE/UPE/UECE/UCSE/UEE/ BTMT
UHU11BO1 / DTPH11BO7

Full Marks: 20

Time: 1 Hour

The figures in the margin indicate full marks of the questions.

Answer all the questions:

1. Write any **TWO** Short Notes within the words limit of (350-400 words). (5x2=10)
 - (i) 'The higher one's position is, the greater is their need to communicate'. Elucidate
 - (ii) 'No communication process is complete without listening'. Elaborate
 - (iii) 'Visual aids are an important part of written technical communication'. Explain
 - (iv) 'Effective listening is most often a learned skill'. Discuss

2. You have purchased a laptop from the Apple/HP/ASUS outlet, after using it for a month problem has arisen. You have returned the laptop and spoke to the company representative a week ago but the laptop is still not been repaired neither replaced by the company. Write a complain letter to the Manager of the prescribed company discussing about your issues and difficulties with the product. (*Invent necessary details*) (7)

3. Answer the following questions as directed: (3x1=3)
 - (i) Kindly do not smoke in public place. (*Change the Voice*)
 - (ii) Take care of your grandparents. (*Change the Voice*)
 - (iii) I had been finishing my homework for 50 minutes. (*Identify the tense*)