

**Indian Institute of Engineering Science and Technology, Shibpur**

**B.Tech, 1st Semester, End Semester Examination, March 2021**

**Professional Communication in English (HU 1101)**

**Full Marks: 50**

**Time: 1 hr&30 min (for writing) +20 min (for uploading)**

**Answer all the questions**

1a. Fill in the gaps with the correct word. **1\*4=4**

- i. That night everyone of the boat's crew \_\_\_\_\_ down with fever. (was/were)
- ii. One of the main reasons for elephant poaching \_\_\_\_\_ the profits received from selling the ivory tusks. (is/are)
- iii. We \_\_\_\_\_ (just arrive) when she announced that she \_\_\_\_\_ (be) getting engaged.
- iv. When we \_\_\_\_\_ (reach) home, we saw that someone \_\_\_\_\_ (break) into the house.

1b. Convert the following sentences into passive voice. **1\*2=2**

- i. We'll look after you well.
- ii. They sent for a doctor because Rajni had fainted.

1c. Correct the errors in the following sentences. **1\*2=2**

- i. My cat was upset all day he didn't get canned food for breakfast.
- ii. As a vegan he preferred soy or almond milk over cows milk.

2. A renowned multinational company has advertised for a Web Development Internship position for engineering students. Write a suitable Curriculum Vitae (CV) and a brief cover letter to apply for this job. **8+4=12**

3. The management of a private company has decided to shift to a six-day workweek from a five-day workweek for the next four to six months to accommodate the increased workload. As the Managing Director of the company, write a Memo to inform the employees about this decision. **10**

4. Read the passage given below and make a linear note using headings and subheadings. **10**

Effective speaking depends on effective listening. It takes energy to concentrate on hearing and to concentrate on understanding what has been heard. Incompetent listeners fail in a number of ways. First, they may drift. Their attention drifts from what the speaker is saying. Second, they may counter. They find

counter-arguments to whatever a speaker may be saying. Third, they compete. Then, they filter. They exclude from their understanding those parts of the message which do not readily fit with their own frame of reference. Finally, they react. They let personal feelings about a speaker or subject override the significance of the message which is being sent.

What can a listener do to be more effective? The first key to effective listening is the art of concentration. If a listener positively wishes to concentrate on receiving a message his chances of success are high. It may need determination. Some speakers are difficult to follow, either because of voice problems or because of the form in which they send a message. There is then a particular need for the determination of a listener to concentrate on what is being said.

Concentration is helped by alertness. Mental alertness is helped by physical alertness. It is not simply physical fitness, but also positioning of the body, the limbs and the head. Some people also find it helpful to their concentration if they hold the head slightly to one side. One useful way for achieving this is intensive note-taking, by trying to capture the critical headings and sub-headings the speaker is referring to.

5. What is a research proposal used for and what should be included in a research proposal? **10**