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Total number of pages:[4]

B. Tech. || 1st Semester
Communicative English
Subject Code: BTHU-101A
Paper ID:

Time allowed: 3 Hrs

Max Marks: 60

Important Instructions:

- All questions are compulsory
- Assume any missing data

PART A (10x 2marks)

Q. 1. Short-Answer Questions:

- Differentiate between verbal and non-verbal communication.
- Why is planning necessary for writing business letters?
- Discuss the factors that have made the use of email in recent years.
- Give Antonym of the following:
Lawful; Courteous
- Use each of the words in sentences of your own.
Waive, Wave
- Make adverbs from the words given below:
Absent-minded; Lazy
- Substitute one word for the following expressions:
 - A study of ancient things.
 - That which is against law.
- Punctuate the following sentence.
Hari said let us consider the last suggestion
- Why do engineering students need training in report writing?
- In what circumstances would you prefer to send a memo rather than an email for communication within the organization?

PART B (5x8marks)

Q. 2. Differentiate between downward and upward communication. What is the (CO1)
purpose of downward communication in an organization?

OR

Discuss in detail various barriers that can hinder the process of effective (CO1)
communication.

Q. 3. Read the following passage and answer the questions given at the end. (CO2)

I am always amazed when I hear people say that sports create goodwill between the nations, and that if only the common people of the world could

meet one another at football or cricket, they would have no inclination to meet on the battlefield.

Nearly all the sports practised nowadays are competitive. You play to win, and the game has little meaning unless you do your utmost to win. Anyone who has played even in a school football match knows this. At the international level sport is frankly mimic warfare. But the significant thing is not the behaviour of the players but the attitude of the spectators, of the nations who work themselves into furies over these absurd contests, and seriously believe- at any rate for short periods- that running, jumping and kicking a ball are tests of national virtue.

As soon as strong feelings of rivalry are aroused, the notion of playing the game according to the rules always vanishes. People want to see one side on top and the other side humiliated, and they forget that victory gained through celebrating or through the intervention of the crowd is meaningless. Even when the spectators don't intervene physically they try to influence the game by cheering their own side and 'rattling' opposing players by with boos and insults. Serious sport has nothing to do with fair play. It is bound up with hatred, jealousy, boastfulness, disregard of all rules and sadistic pleasure in witnessing violence: in other words, it is war minus the shooting.

Most of the games we now play are of ancient origin. The games were built up into heavily -financed activity, capable of attracting vast crowds and rousing savage passions, and the infection spread from country to country. There cannot be much doubt that the whole thing is bound up with the rise of nationalism-that is with the lunatic modern habits of identifying oneself with larger power units and seeing everything in terms of competitive prestige. Also, organized sports are more likely to flourish in urban communities, where the average human being lives a sedentary or at least a confined life and does not get much opportunity for creative labour. In a rustic community a boy or young man works off a good deal of his surplus energy by walking, swimming, climbing trees, riding horses, and by various sports involving cruelty to animals, such as fishing, cock-fighting and ferreting for rats. In a big town, one must indulge in group activities if one wants an outlet for one's physical strength or for one's sadistic pleasures.

- i) What is the meaning of the phrase 'mimic warfare'?
- ii) Why has serious sport nothing to do with fair play?
- iii) How is spread of organized sports bound up with the rise of nationalism?
- iv) Why do organized sports flourish in urban communities?

OR

Read the following passage and answer the questions given at the end.

(CO2)

We must build a world of peace and we cannot do so unless we secure for it a truly moral foundation. We may hold different metaphysical views, adopt different modes of worship and there are millions today who do not desire to place their faith in any God at all. But every one of us will feel highly offended if he is pronounced destitute of any moral sense, if he is said to be untruthful or unloving. All religions and systems of morality are agreed that respect for life, respect for intangible possessions, good name and honour,

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constitute morality and justice. 'Do not do to others what you would not like to be done to you.' Even primitive sages accept this principle. Only for them its appreciation is limited to their own tribe and race and those outside are not regarded as human beings. As our horizon expands, as our moral sense deepens, we feel that these moral precepts are valid for all human beings. Today the world is like a ship with no captain heading for the rocks. It is swept by passion and folly. We do not know whether it is passing through birth pangs or death throes. If we adapt the path of greed, hatred and self-interest, we will become something less than human. If we take the other path of fortitude, un-selfish service and sacrifice we will reach height of splendour in body, mind and spirit and as a tool radical transformation of human nature is the cure for it.

- i. What is essential to build a world of peace?
- ii. What is the meaning of the word 'precept'?
- iii. What is the main idea of the passage?
- iv. Which of the following statements true?
 - a. Religion is a panacea for all evils in human society.
 - b. Religion acts as a dividing force in society.
 - c. Religion is an agent of change of human nature.
 - d. The main function of religion is the glorification of God.

Q. 4. Use the following words in meaningful sentences. (CO3)
 Cult; Jurisdiction; Feasibility; Oppressive; Prudent; Portrayal; Initiative; Mysterious

OR

Use the following words in meaningful sentences. (CO3)
 Fate; Atheist; Prompt; Suspicious; Heritage; Mortality; Precious; Notorious

Q. 5. Do as directed. (CO4)

- i. Lucky said, "My father takes me to school every day." (Change into indirect speech.)
- ii. In the current scenario, exploring energy alternatives in the form of bio-fuels, ----- (assume) top priority. (Fill in the blank with the suitable form of the verb given in the bracket)
- iii. The mother asked her daughter to come back -----the party latest----- 10 pm. (Fill in the blanks with suitable preposition).
- iv. He returned after-----hour. (Fill in the blanks with suitable article).
- v. To answer question, you need a lots of confidence. (Rewrite the sentence by using appropriate gerund)
- vi. Beautiful, Educate (Make nouns from these words)
- vii. You will -----(lose/loose) your deposit if you cancel the order. (Fill in the blank with correct homophone).
- viii. A poem on beauty and truth is being written by John. (Change the voice)

Do as directed.

- i. She will not be offered a seat in the bus by the passengers. (Change the voice)
- ii. He said, "I will have finished this paper by tomorrow." (Change into indirect speech)
- iii. The girl sitting next to Ramesh is his sister. (Rewrite it as a complex sentence).
- iv. To waste petrol means to import more oil from other countries. (Rewrite the sentence by using appropriate gerund)
- v. Science plays-----important role in-----society in which we live. (Fill in the blanks with suitable articles).
- vi. The only country where the tiger population ----- (increase) recently is Russia (Fill in the blank with the suitable form of the verb given in the brackets)
- vii. Shanti is going -----Mumbai _____ train. (Fill the blanks with suitable preposition)
- viii. I would----- (advise) extreme caution. (Fill in the blank with correct homophone).

- Q. 6. The manager of Bharat Engineering limited has felt the need for training programme for its entry –level and middle –level managers .Hence he has asked you to analyse the various areas in which training is required for them. You have collected data for this purpose which is tabulated below. (CO5)

Table showing training needs in percentage

Level of Managers	Soft Skills	Managerial Skills	Technical Skills
Entry Level	42	23	35
Middle Level	31	28	41

Draft a report after analysing and interpreting the data and also add suggestions so as to enable him to organize an effective training programme.

Your report must have following components:

- 1) Introduction 2) Interpretation of data 3) Conclusions 4) Recommendations.
Invent necessary details.

OR

You are appointed the manager of a newly –opened stationery shop in a town with a population of about 1,50,000. There are 19 primary and higher secondary schools and four degree colleges in it. Write a sales letter to be sent to heads of local educational institutions for promoting the sale of goods you stock. Invent necessary details. (CO5)
