CE/EC/EEE/ME 113 (R-22)

Total No. of Questions : 05] [Total No.of Pages : 04

I/IV B. Tech. DEGREE EXAMINATIONS, MARCH - 2023

First Semester

CE / EC / EEE / ME

PROFESSIONAL COMMUNICATION SKILLS

Time : **Three Hours** Maximum : **70** Marks

Answer ALL Questions. **5x14=70 M**

Answer any ONE question from each Unit.

UNIT - I

1. Answer (A) and (B) or (C) and (D) of the following.

A) Correct and Rewrite the following sentences :

(i) Kamal hasn't seen me since twelve years.

(ii) She told his name after coming home.

(iii) When you told him the story ?

(iv) Ravi has been taking care of his mother for a long time.

(v) I am believing what you are saying about Kavita.

(vi) My best friend has left this town last Sunday.

(vii) I am watching this serial for 2 years.

B) Write a **paragraph** on any **one** of the following.

(i) Describe a Television.

(ii) How to make a cup of coffee.

(OR)

C) Explain the types of listening with reference to 'Nathu' in the story "The Boy Who broke the Bank". (From English and Soft Skills).

D) Write a paragraph on 'AI' (Artificial Intelligence).

UNIT - II

2. Answer (A) and (B) or (C) and (D) of the following.

A) Write a **letter** to the editor of a newspaper about the nuisance caused by loudspeakers in the city during examination days drawing attention of the authorities concerned to the problem.

B) What are **Signpost Expressions ?** Elucidate with examples.

P.T.O.

(OR)

C) What is Assertive Communication ? Explain with reference from the lesson **The Verger**.

D) Your streets and roads experience waterlogging during the monsoon season. The people of your area find it difficult to lead a normal life and this adds to their problems. Write a letter to the Editor, The Times of India, highlighting the problem and suggesting measure to control the problem.

UNIT - III

3. Answer (A) and (B) or (C) and (D) of the following.

A) Explain the difference between note taking and note making ?

B) Give **one Word Substitutes** to the following :

(i) Extreme physical or mental sufferings.

(ii) A family of young animals.

(iii) The art of practice of garden cultivation and management.

(iv) A person who dislike humankind and avoids human society.

(v) The scientific study of the behavior, structure, physiology, classification and distribution of animals.

(vi) A news article that reports the recent death of a person.

(vii) One who believes in God's existence.

(OR)

C) Evaluate the learning skills with reference to the lesson**"Three Questions"**.

D) Read the following passage and **prepare a note** :

A good business letter is one that gets results. The best way to get results is to develop a letter that, in its appearance, style and content, conveys information efficiently. To perform this function, a business letter should be concise, clear and courteous.

The business letter must be concise : don't waste words. Little introduction or preliminary chat is necessary. Get to the point, make the point and leave it. It is safe to assume that your letter is being read by a very busy person with all kinds of papers to deal with. Re-read and revise your message until the words and sentences you have used are are precise. This takes time, but is a necessary part of a good business letter. A short business letter that makes its point quickly has much more impact on a reader than a long-winded, rambling exercise in creative writing. This does not mean that there is no place for style and even, on occasion, humor in the business letter. While it conveys a message in its contents, the letter also provides the reader with an impression of you, its author : the medium is part of the message.

The business letter must be clear. Your should have a very firm idea of what you want to say and you should let the reader know it. Use the structure of the letter - the paragraphs, topic sentences, introduction and conclusion - to guide the reader point by point from your thesis, through your reasoning, to your conclusion. Paragraph often, to break up the page and to lend an air of organization to the letter. Use an accepted business-letter format. Re-read what you have written from the point of view of someone who is seeing it for the first time, and be sure that all explanations are adequate, all information provided (including reference numbers, dates and other identification). A clear message, clearly delivered, is the essence of business communication.

The business letter must be courteous, Sarcasm and insults are ineffective and can often work against you. If you are sure you are right, point that out as politely as possible, explain why you are right and outline what the reader is expected to do about it. Another form of courtesy is taking care in your writing and typing of the business letter. Grammatical and spelling errors (even if you call them typing errors) tell a reader that you don't think enough of him or can lower the reader's opinion of your personality faster than anything you say, no matter how idiotic. There are excuses for ignorance, there are no excuses for sloppiness.

The business letter is your custom-made representative. It speaks for you and is a permanent record of your message. It can pay big dividends on the time you invest in giving it a concise message, a clear structure and a courteous tone.

UNIT - IV

4. Anser (A) and (B) or (C) and (D) of the following.

A) Complete the sentence with **articles** when necessary, depending on the case.

(i) _____ old man wanted to see you in the morning.
(ii) John built _____ yard for his cattle.
(iii) She ate only _____ orange for her breakfast.
(iv) My grandmother told me _____ story.
(v) Danny bought _____ new car.
(vi) My son is _____ M.A. from Agra University.
(vii) Narayanpur is _____ small village.

B. Describe the Picture in about 150 words.

(OR)

C) "The stokers stripped to the waist", what does it mean and what is about their pay ? Description regarding phrase "The stokers worked stripped to the waist". From the lesson (Senor Payroll).

D) Describe the Picture in about 150 words.

UNIT - V

5. Answer (A) and (B) or (C) and (D) of the following.

A) **Dialogue writing** : Use ***wh - questions*** and ***Tag questions*** to the context given :

Write a dialogue between a conductor and a passenger (Each should get at least 5 turns)

B) Explain any **Six** of the following **Idioms**.

(i) Add fuel to the fire.
(ii) Bury one's head in the sand.
(iii) Call a spade a spade.
(iv) Call it a day.
(v) Find one's feet.
(vi) Follow in someone's footsteps.
(vii) Once in a blue moon.

(OR)

C) What steps are vital to improve one's writing skills ? Explain.

D) **Dialogue writing** : Use ***wh-questions*** and ***Tag questions*** to the context given :

Imagine you met a best friend after a long time. Write a conversation in the form of a dialogue between you and your best friend using *wh - questions* and *Tag questions.*