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Roll No

BT-103 (CBGS)**B.Tech., I Semester**

Examination, November 2018

Choice Based Grading System (CBGS)**English for Communication***Time : Three Hours**Maximum Marks : 70***Note:** i) Attempt any five questions.

ii) All questions carry equal marks.

1. Do as directed: 14
- She said that she was going to college.
(Change into direct speech)
 - Did you understand why I was upset.
(Use appropriate punctuation marks)
 - Each of the suspected men _____ arrested
(Supply a verb in agreement with its subject)
 - _____ one rupee coin. (Insert article)
 - Which of the following is not one of the functions of 'Introduction' in an oral presentation
 - Introduce the subject.
 - Demotivate the audience.
 - Establish the credibility.
 - The basic objective of every job application is to draw a clear connection between the job candidate is seeking and his qualification. (True/False)
 - A complaint letter seeks action oriented response. (True/False)
2. a) Give synonym for: 4
- | | |
|---------------|--------------|
| (i) Necessary | (ii) Abandon |
| (iii) Illegal | (iv) Endorse |

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- b) Give Antonyms for: 3
- | | | |
|------------|---------------|--------------|
| (i) Feeble | (ii) Arrogant | (iii) Brutal |
|------------|---------------|--------------|
- c) Make new word with the use of: 7
- (i) Suffixes:
- | | | |
|----------|----------|----------|
| (p) ment | (q) ance | (r) sion |
|----------|----------|----------|
- (ii) Prefixes:
- | | | |
|----------|----------|----------|
| (p) Anti | (q) Auto | (r) Mono |
|----------|----------|----------|
3. a) What are the advantages of Logical structuring of ideas in technical communication? 7
- b) Explain the process of communication. 7
4. a) Suppose you want to take a study loan from SBI. Write a letter to the Chief Manager, SBI branch of your locality requesting to send all the information related to SBI study loan. 7
- b) Discuss the statement, "The appearance of a letter is a part of its message." 7
5. Write a summary of the presidents address to the nation on the eve of the Republic Day. 14
6. a) Evaluate your education, professional training skills, achievements, interests and experience and write a resume. 7
- b) What are different parts of a resume name them and explain each in short? 7
7. a) Write a note on the importance and characteristics of tender. 7
- b) What are different elements in the structure of a business letter. 7
8. a) Write a report for submission to the Board of Directors regarding the market potential of a new brand of electronic equipment. 7
- b) What are different elements in the structure of a formal report? 7

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