

B.Tech. - I Semester
Examination, December 2017
BT-1003 English

Tune : Three Hours]

[Maximum Marks : 70

Note: i) Attempt any five questions. ii) Attempt all parts of a question at one place.

1. a) Do as directed:

i) Choose the word that is opposite in meaning to the word DILIGENT

A) Active B) Lazy C) Dynamic D) Honest

ii) Rama said to Arjun, 'go away'. (Change into indirect speech).

iii) He asked me what I was doing. (Change into direct speech).

iv) I know her. (Change into passive voice).

b) What are different parts of speech. Give short explanation for each.

2. a) Write a short note on the importance of communication for technical students.

b) Give four examples of languages as barrier to communication.

3. a) Listening is an art, it has to be cultivated consciously. Discuss.

b) Give four examples with explanation of Non-Verbal communication.

4. a) Explain the following in short:

i) Abstract in a report.

ii) Bibliography in a report.

iii) Acknowledgement in a report.

iv) Title page of a report.

b) Write a report on the use of ICT in teaching introduced in your Institute

5. a) A complaint letter seeks action oriented response. Explain in 30 to 40 words.

b) Prepare a resume to be submitted to a multinational company for the post of assistant manager.

6. a) Discuss how visuals help in making communication more effective.

b) Discuss Seven essential c's of effective communication.

7. a) Give diagrammatic representation of the process of communication.

b) Explain different barriers to cross cultural communication.

8. a) Write short notes on:

i) Letter of quotation

ii) Placing an order

iii) Tender

iv) Letter of complaint

b) Write an e-mail to the Director of your institute for medical leave for two days.