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Roll No

BT-1003-CBGS

B.Tech., I & II Semester

Examination, June 2020

Choice Based Grading System (CBGS)

English

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.

ii) All questions carry equal marks.

1. a) Read the following extracts and fill in the blank with appropriate prepositions:

i) A questionnaire was sent _____ a large group of people _____ a psychologist _____ Canada, asking what they felt about their clothes when appearing _____ an interview.

ii) The national selection panel will meet _____ Tuesday _____ pick the Indian cricket squad _____ the home test series _____ Sri Lanka, starting _____ Ahmedabad _____ November 18.

b) Define Homophones.

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PTO

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2. What precautions should be taken while writing an e-mail?
3. What is a Resume? Write the contents of a good Resume.
4. What are the major differences between hearing and listening?
How is listening important for a professional?
5. What are the features of writing a good report?
6. a) Write what do you understand by non-verbal communication?
b) Give four examples of cross cultural communication.

OR

- a) Write a paragraph on 'How can listening ability be enhanced'?
 - b) Write seven important principles of communication.
7. Write the importance of good e-mail writings.

OR

Discuss the role of 'courtesy' in a business letter.

8. How the Barriers to Communication can be removed? Write in brief.

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