

Roll No

BT-103 (GS)**B.Tech., I & II Semester**

Examination, June 2022

Grading System (GS)**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:

- i) He said to me, "What are you doing?" (Change into Indirect Speech)
- ii) Each of the employees _____ been rewarded for contributing to the growth of the business.
(Supply a verb in agreement with its subject)
- iii) I cannot afford a house in Bangalore so I am moving to hometown.
(Use appropriate punctuation marks)
- iv) The politician divided his property _____ his three daughters.
(Use appropriate preposition)
- v) _____ Netherlands is a beautiful country.
(Use correct article)
- vi) The doctor was examining her. (Change the voice)
- vii) I am liking this new office cabin design.
(Identify the error in this sentence and correct them)

2. a) What do you understand by non-verbal communication? Give examples.
b) Explain briefly about 'Process of communication'.
3. a) Write what points should be reminded while précising a paragraph?
b) Discuss barrier to communication. What are the different ways to overcome barriers to communication?
4. a) Write a covering letter to be sent along with your Resume for the position of Management Trainee advertised by Bharath Dynamics Limited, Corporate Office, 87, Brigade Road, Bengaluru. Address the letter to the General Manager, HRD.
b) What are the techniques for improve reading comprehension?
5. a) What are the essential parts of a report written in manuscript format? Explain each part.
b) Explain types of essay writing with examples.
6. a) What are the sub skills of reading? Illustrate with examples.
b) Discuss the essential features of a technical report.
7. a) Write a letter of complaint to the Chief Medical Officer, ABC Hospital, Mumbai regarding the poor medical services provided by the staff at the hospital.
b) Write an E-mail to your friend discussing on exam schedule.
8. a) Write a report on fire accident occurred in drug industry.
b) What are 7 C's of communication? Explain.
