

B.Tech.
Second Semester Examination
Communication Skills in English (HUM102F)

Note: Attempt all the questions.

Q. 1. Re-write the following sentences correctly after tracing the error, if any: (any ten) 10 x 2

- (i) Hard work, as well as honesty, are necessary for success.
- (ii) Two thirds of the apple have rotten.
- (iii) He is smarter than me.
- (iv) Here come John and his brother.
- (v) I have headache.
- (vi) After studying for six hours drowsiness was felt by me.
- (vii) Every boy & every girl were present in the class.
- (viii) I have bought a new car last week.
- (ix) The house, with its contents are on sale.
- (x) It is I, not he, who is at fault.
- (xi) Neither he nor I are utterly senseless.
- (xiii) They are not allowed to go nowhere.

Ans. (i) Hard work as well as honesty, is necessary for success.

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Q. 2. (a) Distinguish between the pairs of words given below: (any five) 5

- (i) Excess-access
- (ii) Ascent-assent
- (iii) Childish-childlike
- (iv) Counsel-council
- (v) Confess-admit
- (vi) Disease-Decease
- (vii) Tear-tier

Ans. (i) Excess-beyond limit

- Access — approach
- (ii) Ascent — climbing, going up.
Assent — permission
- (iii) Childish —immature
Child like — innocent, dear behaviour
- (iv) Counsel — advice
Council — council of ministers, a body of people.
- (v) Confess- accept as having done something wrong.
Admit — accept a fact
- (vi) Disease —illness
Decease — death
- (vii) Tear — split, water from eyes in grief etc.
Tier — row

Q. 2. (b) Explain the meaning of any five of the following foreign phrases/expressions : 5

- (i) Ad hoc
(ii) Agenda
(iii) Defects
(iv) Almamater
(v) Primefacie
(vi) Mala fide
(vii) Vis-a-vis.

- Ans.(i)** Ad hoc - for this purpose
- (ii) Agenda — the matter of business to be discussed
- (iii) Defect — flaw
- (iv) Almamater — a foster mother
- (v) Prima facie — on the first view
- (vi) Mala fide — with bad faith
- (vii) Vis-a-vis — opposite

Q. 2. (c) Substitute any five of the following with one word :

5

- (i) Land capable of producing crops.
(ii) A person who hates people.
(iii) One who never touches alcoholic liquor.
(iv) Mania for stealing articles.
(v) An animal story with a moral.
(vi) A fresher, without any experience.

- Ans.(i)** Land capable of producing crops — fertile
- (ii) A person who hates people — cynic
- (iii) One who never touches alcoholic liquor —tee-to-taller
- (iv) Mania for stealing articles — kleptomania

(vi) A fresher, without any experience — novice

Q. 2. (d) Add a **suitable prefix** to each of the following so as to form words having opposite meaning: 5

(i) Existent

(it) Accompanied

(iii) Pleasure

(iv) Harmony

(v) Interested

Ans. (i) Existent — non-existent

(ii) Accompanied — unaccompanied

(iii) Pleasure — displeasure

(iv) Harmony -- disharmony

(v) Interested — disinterested

Q. 3. (a) **Do as directed :**

(i) Mark stress **on the right syllable/s :** 4

(a) Purification

(b) Doctor

(c) **Rebel** (Y)

(d) **Office**

Ans. (a) Purification

(b) 'Doctor

(c) 'Rbel (v)

(d) 'Office

(ii) Mark the required tone : 4

(a) Where are you going ?

(b) Shut the door.

(c) Respect your parents.

(d) When the cat is away, **the mice will play.**

Ans. (a) Where are you 'going ?

(b) 'Shut the door.

(c) 'Respect your parents.

(d) When the 'cat is away, 'the mice will play

(iii) Write the weak **form of** the **following:** 2

has, **than**

Ans. has - əz; than - ðən

Q. 5. (b) Discuss any one of the following topics in about 150 words : 10

(i) Global warming

(ii) Issues in the education quality God.

Ans. (i) Global Warming : God had created a pure and beautiful earth but man has polluted it and transformed it from a heaven into a hell. The immense atmosphere has been affected. Air water, calm and quite of nature have been spoilt. Population growth and consequent urbanisation have caused factories lo mushroom. Millions of vehicles and gas belching industries have started harming the natural protecting coverings.

Ozone layer has depleted. The oceans arc polluted. Ecosystem has been disturbed by deforestation. Fog, smog, mist etc. block the natural interaction of natural forces. The result in global warming. Glaciers are melting and the mountain tops are being exposed. All these factors have led to global warming. The seasonal cycle has been disturbed. Green house effect is affected. These changes harm food production. Niansoon pattern has been disturbed. The agriculture in the countries that depend on agriculture too are suffering. Excessive heat affects the peoples life. Skin diseases are increasing. Rain pattern snowing etc. too have changed. The governments round the globe are concarned greatly. Some measures have been taken to stop this. But it is a sight nature vs man and man is defeating nature. Some urgent radical measures are essential.

(ii) Issues in Education Quality : The need of quality education is going up but the quality of education is going down. Schools and colleges are opened. Fancy names are going to coaching institution. Justice is not done to students in regular classes. They have to seek help in teaching shops. But these shops are no better. The pace of life has quickened. Compeotent and efficient professionals are required. But there is shortage of these candidates. The government does not pay as much attention to this issue as it desserves.-Poor educational quality harms not only the students. The overall effect is felt in the entire society and the nation. There is a race for supremacy in technology, economics, military might amenities in daily life, But the high percentage educated people have a better standard of life. The underdeveloped ones don't have that standard. Then some nations have monopoly in certain fields. Their planning in the field of education is better.

It is high time that urgent steps were taken to improve the standard of education and to make it relevant to the country need.

Q. 4. (a) Develop a dialogue between two friends **after having passed their** graduation on their future plans. 10

Ans. Dialogue

Ramesh : Hello Mahesh exams will be over in a few days. What are your plans about a career.

Mahesh : Dear Ramesh, I think engineers have a very limited scope of progress. Colleges are turning out engineers in thousands. Some find good jobs, but a large number are not satisfied with their career. The salary is also not attractive.

Ramesh : Yes, I was also thinking along these lines. But a large number of students are going to opt for MBA. Business is expanding everywhere. In fact the modern age is an age of business. MBAs certainly have a better future than engineers. I would like to go in for MBA.

Mahesh : I think IAS is an equally good option. As long as there is a civilized society. There will be administration in government departments. The IAS cadre of an elite class. They enjoy a good status

and have power to make or mar the country's future. I would like to do IAS. The next best is IPS. The police officers also enjoy a life of power. They are feared by one and all. Their salary too is good.

Ramesh : OK then I shall do MBA and you go to IAS or IPS.

Mahesh:OK bye

OR

Q. 4. (a) Review one of your favourite TV programmes.

Ans. I like discovery channel programmes. There are hundreds of channels and they serve myriads of programmes covering all topics. But discovery frequently shows wild life programmes. It is not physically possible to visit jungles and watch wild life from a close quarter. This channel allows excellent view. The dare-devil dedicated programme produces with cameras risk their lives and film animals in their natural habitat in all moods and all situations. Most of these programmes show hair raising experiences. They also give heaps of authentic information about the wild life. Some of the wild life enthusiasts have spent years with the animals and become friends with them. One lady has devoted a major part of her life with gorillas. These persons have busted many myths about the behaviour of animals. Most animals can be befriended and are not wanton killers as usually assumed. The channel shows from insect's life to the jumbos life. The programmes are very interesting and informative. They afford drawing room travel facility.

Q. 4. (b) Express your views on-Has going nuclear helped India ?

10

Ans. India was hesitant in going nuclear quietly preparation were made but there was no apparent display of the nuclear programme. Then in 1974 India carried out the first nuclear device explosion.

Another one was carried out in 1974. The whole world raised a hue and cry. Aid to India was stopped. But the national interest was upper most in the mind of the government. The programme continued. The western hypocrisy did not deter India. Now India has been accepted as a nuclear power and enjoys prestige. Nuclear energy is also used for civilian purposes. Nuclear power and energy have immensely helped India.

OR

Q.4. (b) Explain the ways to boost sales of a company.

Ans. The following measures may boost the sales :

- (i) Advertisement companies should advertise widely. Customers tend to buy known brands. They are wary of new products.
- (ii) Prices should be retained but some incentives such as free gifts discounts etc. should be offered.
- (iii) Quality should be maintained.
- (iv) After sales service should be ensured.
- (v) Warranty should be honoured.
- (vi) Customers should be given due consideration. Their satisfaction should be ensured.
- (vii) Complaints should be attended to promptly.

Q. 5. (a) E-mail birthday wishes to your friend in a proper format.

Ans. Email Birthday Wishes to Your Friend in a Proper Format:

Send/Spam/Delete/	
To	rameshsharma@gmail.com
BC	
CC	
Subject	Greetings
Attachment	
My Dear Friend I wish you many happy returns of the day. Yours Sincerely Akash	
Send/Spam/Delete	

OR

Prepare a report on the prospects of launching a new product in the market.

Ans. Report : This report is being prepared in compliance with the Director of the company, Deluxe Computers. The company intend to launch a new printer in the market.

Survey: A survey was made in the market about the availability of printers in the market. At present only two brands are available : 1. HP and 2. Empson

HP: They are very popular. But it was noticed that they are very highly priced. Their cartridges are very expensive. People prefer to buy imitations or get the old one's refilled. These days more and more people are using computers. The demand for printers is growing proportionately.

Empson : This is also a good brand and has a big market but not as big as HP because of its slightly inferior performance. Its cartridges are also cheaper to replace. But quality wise customers prefer to spend some extra money on HP printers. There is no big competition between the two.

Conclusion : There is good scope for a third brand. Three things are to be borne in mind :

- (a) Good performance and after sales service.
- (b) Cheaper cartridge replacement. The company should also consider a network of refilling cartridges with guarantee.
- (c) Price should be somewhere between the earlier two brands.

Our printer-Deluxe-meets these requirements. The introductory offer should be made attractive by allowing incentives on all sales. There are good chances of a success. Advertisements in big and small towns and practical demonstration in educational institutions and business and government offices may be arranged.

Q. 5. (b) Write a note on the type of the report.

Ans. A report means to inform. One asks for a part and the other person reports. There is, in most cases, a specific purpose for writing a report.

Scope of Report: Reports are required to be written almost every where in administrative offices business houses, institutions etc. The findings of reports facilitate decision taking. There are the following types of reports :

- | | | |
|---------------------|--------------------|--------------------|
| (i) Oral | (ii) Written | (iii) Informal |
| (iv) Technical | (v) Interpretative | (vi) Routine |
| (vii) Investigative | (viii) Analytical | (ix) Recommending. |

OR

Q. 5. (b) What are the characteristics of a good report writing ?

Ans. A good report has the following characteristics :

- (i) A good report should avoid informal expression.
- (ii) It should not include any digression of personal letters or essays.
- (iii) It should be arranged in such a way that a reader can pick the facts he needs.
- (iv) There should be headings, subheadings, reference numbers—1, 1.1, 1.2 etc. The important findings should be emphasized.
- (v) A good report should be brief and precise. It should give clear findings.
- (vi) It should limit itself to the terms of reference
- (vii) Objective of the report should be in accordance with the terms of reference.
- (viii) The presentation should be logical.