

Roll No

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

Examination, November 2019

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:

- Rama gave Hari good _____ (advice/advise).
- (Access/excess) _____ of anything is bad.
- Lots of vehicles are moving _____ the circle.
(Insert appropriate preposition)
- Use correct tense in the following sentence.
Look! I am _____ Jump. (gone/going to).
- Did you understand why I was upset.
(Use appropriate punctuation marks).
- She said that she was going to college.
(change into direct speech).

2. a) Give synonym for the word
'Almamatter'

b) Give antonym for the word 'excess'.

c) Add suffixes to :

- Tragic
- Three

d) Add Prefix to :

- Communication
- Healthy

e) Read the following passage :

Initially meditation focuses on controlling the mind, for in our normal condition, we are slaves to any whimsical thoughts, desires and appetites the mind may generate. We think of some thing and immediately we want to do it.

Through meditation we learn to control our mind: "For one who has conquered the mind, then his mind is the best of friends; but for one who has failed to do so, his mind will be the greatest enemy".

Answer the following questions :

- On what does meditation focus?
 - What is our state without meditation?
 - What is the advantage of conquering the mind?
 - Give suitable title to the above passage.
- Write a short note on significance of communication.
 - What is the difference between verbal and non verbal communication? Explain with the help of example.
 - Discuss different barriers to communication and what are different ways to overcome barriers to communication.
 - What are the features of writing technical description of an object?
 - What are the features of writing a good report?
 - As head of the organising team, draft a notice to be circulated among students inviting their participation in cultural events.
 - What is the difference between calling quotation and sending quotation?
 - What is the difference between 'Resume' and 'Curriculum vitae'?
 - What are the contents of good resume?
 - Give diagrammatic chart of 'Process of communication'.
 - Recreate the communication situation between a student and a teacher in a technical institute.
 - Prepare your 'resume' to be submitted for a position advertised in Times of India. Invent details.
 - Draft a tender notice for the construction work of auditorium of your organization.

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