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Roll No

BT-103-CBGS
B.Tech., I & II Semester
Examination, June 2020
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:

- i) She said that she was going to college.
(Change into direct speech)
- ii) Did you understand why I was upset.
(Use appropriate punctuation marks)
- iii) Each of the suspected men _____ arrested
(Supply a verb in agreement with its subject)
- iv) _____ one rupee coin. (Insert article)
- v) Which of the following is not one of the functions of 'Introduction' in an oral presentation
 - (a) Introduce the subject.
 - (b) Demotivate the audience.
 - (c) Establish the credibility.
- vi) The basic objective of every job application is to draw a clear connection between the job candidate is seeking and his qualification. (True/False)
- vii) A complaint letter seeks action oriented response.
(True/False)

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2. Prepare your 'resume' to be submitted for a position advertised in Times of India. Invent details.
3. a) What is the difference between 'Resume' and 'Curriculum vitae'?
b) What are the contents of good resume?
4. a) Write a report for submission to the Board of Directors regarding the market potential of a new brand of electronic equipment.
b) What are different elements in the structure of a formal report?
5. a) Explain what do you understand by Non-verbal communication. Give examples.
b) Give diagrammatic explanation of the "Process of communication".
6. Write a summary of the presidents address to the nation on the eve of the Republic Day.
7. a) Write guidelines for writing a resume.
b) Write an essay on the "Importance of Business Letters".
8. a) Write short notes on.
 - i) Report of trouble
 - ii) Progress report
 - iii) Laboratory report
b) Write a report on impact of social media on technical education.

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