

Total No. of Questions : 8]

Total No. of Printed Pages : 2

Roll No _____

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

Examination, November 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) She asked whether we would come for the party.
(Change into Direct Speech)
- ii) Logistics _____ not my area of expertise.
(Supply a verb in agreement with its subject)
- iii) The recipe required flour sugar eggs and cream.
(Use appropriate punctuation marks)
- iv) During our trip to Shimla, the train went _____ a tunnel.
(Use appropriate preposition)
- v) He completed _____ internship with a company dealing in a solar energy last year.
(Use correct article)
- vi) He could solve the problem. (Change the voice)
- vii) When I was walking in the park, I was hearing a loud noise.
(Identify the error in this sentence and correct them)

2. a) Write a note on significance of communication.
b) Mention the difference between verbal and non-verbal communication.
3. a) Write the importance of communication for technical students.
b) Explain briefly 7 C's of Communication with examples.
4. a) Write a note on features of a good report.
b) Give some important points to improve reading comprehension skills.
5. a) What is writing precisely and mention the various steps to be followed in writing precise?
b) Explain the precautions should be taken while writing an e-mail.
6. a) Briefly explain the types of essay writing with examples.
b) Elucidate the difference between laboratory report and progress report.
7. a) Write the importance of business letter and explain parts and layout of business letters.
b) Submit a letter of application along with your resume for the post of software engineer in HCL, Bangalore.
8. a) Explain, what are the barriers to communication and how can we overcome them?
b) How many ways we could do business correspondence? Explain.
