

Registration No :

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Total Number of Pages : 02

B.Tech  
PEC1E101

1<sup>st</sup> Semester Back Examination 2018-19

ENGLISH COMMUNICATION SKILL

BRANCH : AEIE, AERO, AUTO, BIOMED, BIOTECH, CHEM, CIVIL, CSE, ECE, EEE, EIE, ELECTRICAL, ENV, ETC, FAT, IEE, IT, MANUFAC, MANUTECH, MECH, METTA, MINERAL, MINING, MME, PE, PLASTIC, PT, TEXTILE

Time : 3 Hour

Max Marks : 100

Q.CODE : E910

Answer Question No.1 (Part-1) which is compulsory, any EIGHT from Part-II and any TWO from Part-III.

The figures in the right hand margin Indicate marks

Part-I

Q1 Do as Directed: (Answer All -10 ) (2 x 10)

- Explain the acronym of CC' BCC' in email format
- The useful information after the draft at the end is marked by\_\_\_\_\_ [ N.B, ENCL. P.S]
- How would you like to complement a failure
- A brief outline of entire report is stated in \_\_\_\_\_
- How would you like to complement a failure
- Specimen, complement, [ make syllable division and identify the stressed syllable]
- Gentleman, regional, [make phonemic transcription]
- The role of a leader is considerably less important in any GD [Correct/Incorrect
- lack of source credibility, is one of the \_\_\_\_\_ [ filter / barrier ] in communication
- Define problem sound

Part-II

Q2 Do as directed: (Answer Any Eight out of Twelve) (6 x 8)

- What is 'redundancy' how it is different from 'overload '
- What are the guiding principles of telephone etiquettes? Discuss in brief.
- What are the challenges of culturally diverse workforce for any business organization
- Write a brief note on sign language and the drawbacks associated with it.
- What are the typical requirements of nonverbal communication in an interview?
- Write an email explaining your friend about admission procedure for B. tech programmes under BPUT
- Write a notice as the principal of a college for celebration of the foundation day
- As manager HR Write a letter to one of the candidate who could not qualify in the interview
- What is team based organizational setting? Discuss in brief.
- Differentiate between sentence stress and word stress
- Compare and contrast between professional communication and general communication
- What are the fundamental differences between standard written English and spoken English

**Part-III**

**Long Answer Type Questions (Answer Any Two out of Four)**

**Q3** Draft a proposal from a customer's Association to the local bank to multiply the numbers of ATMs in the town for ease of banking Transactions. **(16)**

**Q4** What is a 'Term Report'? Explain the vital points one should keep in mind while writing a report. **(16)**

**Q5** How to deal with differences between nonverbal behaviors across cultures. Explain with Example **(16)**

**Q6** Draft a Resume as a commerce graduate to apply for the vacant post of Junior accounts officer in one of the commercial organization of repute as per the advertisement published in The Indian Express, Dt- 21/12/2018 **(16)**