



Registration No:

--	--	--	--	--	--	--	--	--	--

Total Number of Pages : 2

B.TECH

2nd Semester Regular Examination -April-May 2019**BBSHS2060 – Communicative English & Technical Communication
(Regulations 2018) Common to all Branches.**

Time : 3 Hours

Maximum : 100 Marks

Answer ALL Questions

The figures in the right hand margin indicate marks.

PART – A: (Multiple Choice Questions) 10 x 2=20 Mark**Q.1. Answer All Questions.**

- a Reports record only events and happenings. True/False [CO 1] [PO 1]
- b Which one of the following is a stressed interview? a) Interview for a job of stock broker, b) Unstructured interview, c) Behavioral interview, d) Panel interview. [CO 1] [PO 1]
- c Which is the most important stage of team formation? a) Norming, b) Storming, c) Adjourning, d) Performing. [CO 1] [PO 1]
- d Memos are used for official communication. They come under _____. [CO 1] [PO 2]
a) Internal communication, b) External communication, c) Horizontal communication, d) Diagonal Communication.
- e Technical communication is basically _____ in nature. [CO 1] [PO 1]
a) Professional, b) Informal, c) Formal, d) Specific.
- f The four stages of Presentation are _____, _____, _____ and _____. [CO 1] [PO 1]
a) Preparing, b) Practicing, c) Planning, d) Presenting.
- g While going through a longer text, which is the appropriate technique of reading? [CO 3] [PO 2]
a) Skimming, b) Scanning, c) Outlining, d) Speed reading.
- h Which format is appropriate for writing a cover letter? a) Fully blocked format, b) Modified block format, c) Indented blocked format. d) Non of the above [CO 4] [PO 2]
- i According to you who among the following has excellent presentation skills. [CO 1] [PO 2]
a) Amitabh Bachhan, b) Sachin Tendulkar, c) Albert Einstein, d) Mahesh Bhupati.
- j Technical communication is same as Business Communication. True/False. [CO 1] [PO 2]

PART – B: (Short Answer Questions) 10x2=20 Marks**Q.2. Answer ALL questions**

- a Classify the differences between analytical and informational report? [CO 1] [PO 1]
- b What do you understand by slide management in a power point presentation? [CO 1] [PO 1]
- c Identify the dos in a Group discussion? [CO 2] [PO 1]
- d Give an example of open ended question in an interview. [CO 4] [PO 2]
- e What do you understand by reading between the lines? Explain. [CO 3] [PO 2]
- f Outline the differences between a CV and resume`. [CO 4] [PO 1]
- g Describe the different parts of a business letter? [CO 4] [PO 1]
- h Explain “SWOT” analysis in brief. [CO 1] [PO 2]
- i Give examples of social media used in day to day life. [CO 2] [PO 2]
- j Justify. How the use of ICT has brought out a revolution in technical communication. [CO 4] [PO 2]

**PART – C: (Long Answer Questions) 4x15=60 Marks****Answer ALL questions**

- Q.3**
- a. How internet can be helpful in developing English Language skills? Elaborate. 10 Marks [CO 1] [PO 2]
- b. What is the contribution of technical communication in career development? Explain. 5 Marks [CO 1] [PO 1]
- OR**
- c. How does ethics help in finalizing piece of technical writing? Justify. 10 Marks [CO 1] [PO2]
- d. Discuss the importance of technical communication for Engineers. 5 Marks [CO 1] [PO 2]
- Q.4**
- a. Prepare a resume` of self in order to apply for a job in a software company. 10 Marks [CO 4] [PO 2]
- b. What are the important components of an interview file? Discuss. 5 Marks [CO 4] [PO 1]
- OR**
- c. Which is the most important step while preparing for a Presentation? Elucidate your answer with suitable examples. 10 Marks [CO 1] [PO 1]
- d. Prepare an agenda for the annual general body meeting of your company. 5 Marks [CO 1][PO 2]
- Q.5**
- a. Differentiate between Coherence and Cohesion along with examples. How does it help in understanding a piece of text? 10 Marks [CO 3] [PO 2]
- b. Mind maps is one of the best way of taking a notes. Justify 5 Marks [CO 1] [PO 2]
- OR**
- c. **Read the paragraph and answer the following questions:** [CO 3][PO 2]
- Economic data released last week was worrisome. Gross domestic product growth in October-December quarter was 6.6%, the slowest in five quarters. In addition, the forecast for 2018-2019 was marked down a bit to 7%. The loss in momentum is a surprise as many economists had forecast a faster pace of economic growth. What the data indicates is that Reserve Bank of India made the right call last month to reverse its monetary policy and begin lowering interest rates. This trend is likely to continue in subsequent polices and needs to be complemented by policy action on the part of government. Two areas of concern in the data are the slowdown in growth rates in agriculture and a part of the service sector. This suggests that in the near future consumption demand may remain tepid. This will be a cause for worry as lackluster consumption demand can act as a drag on investments, which have begun to pick up after a long gap. RBI's monetary policy, statement indicated that an attempt to stimulate demand is unlikely to be inflationary at this juncture on account of a significant gap between the economy's potential and actual output growth.
- (2.5* 4)
10 Marks
- Q1) What are the causes of worry as per the economic data?
- Q2) What are the two major areas where slowdown has been a major concern?
- Q3) According to you why do you think economy is slowing down?
- Q4) Give a suitable title for this paragraph.
- d. Differentiate between mechanical reading and comprehending while adhering to speed reading techniques. 5 Marks [CO 3][PO 1]
- Q.6**
- a. Write a letter to the Managing Director of your company regarding problems faced by the local staff in rolling out the new project in Bhubaneswar. 10 Marks [CO 2][PO 1]
- b. Write a memo to the heads of departments informing them about the new timings for lunch break for various departments in your office. 5 Marks [CO 2] [PO 1]
- OR**
- c. Identify the problems leading to unrest in one of your offices. Prepare a brief report on the on-going employee unrest in the organization. Use letter format for preparing the report. 10 Marks [CO 2] [PO 2]
- d. Discuss the advantages and disadvantages of using social media in the context of communication. 5 Marks [CO 2][PO 2]