

PDFZilla – Unregistered

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Total No. of printed pages = 4

HS 131106

Roll No. of candidate

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2017

B.Tech. 1st Semester End-Term Examination

**ENGLISH COMMUNICATION AND TECHNICAL
REPORT WRITING**

(Old Regulation)

Full Marks – 100

Time – Three hours

The figures in the margin indicate full marks
for the questions.

Answer question no. 1 and any *six* from Q. No.2

1. Answer the following as directed (10 × 1 =10)
 - (a) Ravi and I am going to Delhi tomorrow.
(Correct the sentence)
 - (b) No one responds to my sales add. (Change the
voice)
 - (c) Mr. David said, 'I want to meet your parents.'
(Change the form of narration)
 - (d) I _____ (see) the film when it was shown
(Use the correct tense form of verb)
 - (e) The film was full of clever special _____
(affect, effect) (Select the correct word)
 - (f) Devotion (Add suffix to change the word class)

[Turn over

- (g) I saw a wounded bird . (Turn into a complex sentence)
- (h) Write the synonym and antonym of the word 'ambition'.
- (i) Chennai is hotter than Mumbai. (Change into negative without changing the meaning)
- (j) One must learn to adapt oneself _____ changing circumstances. (use appropriate preposition)
2. Answer any *six* questions. (From question (a) to (h))
- (a) Write short answers. (5 × 3 =15)
- (i) What is communication?
- (ii) How many parts are there in a letter? Name them?
- (iii) Differentiate between verbal and non – verbal communication?
- (iv) Write any three characteristics of a group leader.
- (v) What makes technical communication different from general communication?
- (b) Write short notes on any *three* of the following. (3 × 5 = 15)
- (i) Importance of communication skills
- (ii) Advantages of Email
- (iii) Memorandum
- (iv) Downward communication

(c) Answer any three of the following. (3 × 5 = 15)

(i) Assume that you are Alok Srivastav, the Public Relation Officer of Eva Formulations, Pvt. Ltd. You have been asked to draft a memo to the office staff about the company's Annual Business Conference. Include the following information:

Venue of the Conference

- Date and time of the Conference
- Theme of the Conference
- List of the special Invitees

(ii) Read the following passage and make notes:

Acquiring information

What are the ways one can acquire information? Firstly, he will acquire information from the handouts which the tutor may give him. Secondly, he may acquire information from 'other experts' outside his college: principally by reading but also perhaps by listening to cassette recordings, or watching educational TV programmes. Thirdly, he will get information from his fellow students: perhaps in student led seminars, perhaps in the contributions of other students in tutorial, or perhaps just in informal conversation. Lastly, he can acquire information from himself! By thinking about his subject and linking together what he has heard and seen, he may come up with new ideas, which are his alone.

- (iii) Assume that you are Niren Bhattacharya, a student doing B. Tech in Mechanical Engineering from IIT, Delhi. Write an e-mail message to Kabir Sahini, the Personnel Manager of Alpha Industries (e-mail address: sahini-kabir@alpha.com) requesting him to allow you to do summer training at Gurgaon plant of the company. Tell him that you need to do a two weeks training at some company as a part of your academic assignment.
- (iv) Write a paragraph on 'My hometown'.
- (d) What are the barriers to effective communication? Elaborate with suitable examples. (15)
- (e) What are the 7 Cs of effective communications? Explain. (15)
- (f) Communication skill is important in both academics and profession in today's competitive world. Justify. (15)
- (g) What is technical report? Write about the different parts of a technical report. (15)
- (h) What are the technical and non — technical skills required for an interview? How will you prepare yourself for an interview? (8+7=15)
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