

Registration No:

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

Total Number of Pages: 02

B. TECH
RCE1E001

1st Semester Regular / Back Examination: 2021-22

COMMUNICATIVE ENGLISH

BRANCH(S): AEIE, AERO, AG, AME, AUTO,
BIOMED, BIOTECH, CHEM, CIVIL, CSE,
CSEAI, CSEAIME, CST, ECE, EEE, ELECTRICAL,
ELECTRICAL & C.E, ELECTRONICS & C.E,
ENV, ETC, IT, MANUTECH, MECH, METTA,
MINERAL, MINING, MME, PLASTIC, PT

Time: 3 Hour

Max Marks: 100

Q. Code: OF774

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 Answer the following questions: (2×10)
- State different types of barriers to communication process?
 - What do you understand by GD? State 4 rules for GD.
 - Write the phonemic transcription of the following: "surely", "air", "burger", "bear".
 - Define concord.
 - List the elements of communication.
 - What do you understand by writing a letter with "you –attitude"?
 - Define Intonation.
 - State the importance of ethical communication at workplace.
 - Why do business organizations give importance to non-verbal communication?
 - Mention the importance of intonation in day-to-day communication.

Part-II

- Q2 Only Focused-Short Answer Type Questions- (Answer Any Eight out of Twelve) (6×8)
- "Correct body language must be given equal importance for an effective oral presentation". Explain.
 - How is effective listening different from ineffective listening?
 - Briefly explain various types of job interviews.
 - Mention the Dos and Don'ts of designing a PPT.
 - What is the difference between short reports and long reports? Give examples of each.
 - State problem sounds in Indian English with examples.
 - What is a résumé? Briefly explain the two types of resume formats.
 - Why are reports generally a group effort? Explain.
 - How do employers in present day search for their prospective employees?
 - How is a notice different from a circular?
 - State different types of bias-free language with suitable examples of each.
 - What do you understand by stress pattern? State different rules of stress pattern.

Part-III

1

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

- Q3 ³³¹ Assume that you are Parmit Chaterjee, the Purchase Manager of Royal Engineering Company, Salt Lake City, Mumbai. Your company sent an order for 15 HP scanners (Model: Scan Jet 3200C) to National Systems Limited, Electronics City, Hosur Road, Bangalore-560 100 on April 7, 2022, but you received only 13 scanners. Write a letter to Gautam Sharma, the GM (Sales and Marketing) of NSL making a complaint and asking him to send the remaining 2 scanners. (16)
- Q4 ³³¹ Suppose you want to take a car loan from Punjab National Bank. Write an e-mail to the Chief Manager, PNB branch of your locality requesting him/her to send you all the information related to PNB car loans. (16)
- Q5 a) He grew very angry when he realized how he had been ____ out of his money. (16)
A) tricked B) played C) deceived D) robbed E) stolen
b) When my aunt lost her cat last summer, it turned ____ a week later at a house in the next village.
A) in B) on C) over D) out E) up
c) The cow had lost its own calf, but the farmer persuaded it to ____ one whose mother had died.
A) choose B) adopt C) undertake D) collect E) educate
d) They were making enough noise at the party to wake the ____.
A) people B) population C) living D) company E) dead
e) I can't advise you what to do. You must use your own ____.
A) opinion B) guesswork C) justice D) judgment E) ideal
f) It isn't quite ____ that he will be present at the meeting.
A) sure B) right C) exact D) certain E) formal
g) ³³¹ The ____ from the forest fire could be seen ten miles away.
A) mist B) smell C) spark D) steam E) smoke
h) I can't advise you what to do. You must use your own ____.
A) opinion B) guesswork C) justice D) judgment E) ideal
- Q6 ³³¹ Wanted a Quality Assurance Manager at our manufacturing unit in Bangalore. Applicants should have a degree in Mechanical Engineering, and should have worked in an engineering organisation, preferably with exposure to sheet metal components. Knowledge of SPC, Six Sigma, Deep Analysis, Pareto Analysis, MSA, with thorough understanding of the TS 16949 system and implementation thereof, is a prerequisite for the job. Please e-mail your résumé within seven days to: excitingfuture@gcm.co.in., or send it to: Corporate HRD, GCM GROUP, Neel House, Lado Sarai, Pune-110 030. (16)