

Total No. of Questions : 8]

Total No. of Printed Pages : 3

Roll No

BT-103 (GS)

B.Tech., I & II Semester

Examination, June 2023

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. a) Identify the following sentences as Declarative, Interrogative, Exclamatory or Imperative. 7

- i) Pass the ball.
- ii) Should I call or email you?
- iii) I have been visiting this temple since 2005.
- iv) What a great car you have!
- v) Janet went to the library to borrow some books.
- vi) The water was so cold that we could not swim in it
- vii) The little girl started crying when she couldn't find her toy.

b) Answer the following as per the instructions given in the brackets. 7

- i) I borrowed ____ pencil from your pile of pencils and pens. (use appropriate article)
- ii) One of the students said, "____ professor is late today." (use appropriate article)

[2]

- iii) The educator said to Paul, "If do not finish your project, I'll call your mother." (change into indirect speech)
- iv) They ____ (work) on this project at the moment. (write correct form of the verb given in bracket)
- v) Tom stood before her ____ the queue. (Use appropriate preposition)
- vi) Could you help me, please? (Change into passive voice)
- vii) Who can answer my question? (Change into passive voice)

2. a) Give the Synonyms of the following words. 7
Endure, Horror, Contribute, Notable, Necessary, Vanish, Consolation

b) Put the words in brackets in the appropriate form (Use prefixes or suffixes): 7

- i) He was acting un a very ____ way. (child)
- ii) She looked _____. She started to cry. (happy)
- iii) He wants to be a _____ when he grows up. (mathematics)
- iv) The team that he supported was able to win the _____. (champion)
- v) There were only a ____ of people at the match. (hand)
- vi) He passed his exam. He was _____ for the second time. (succeed)
- vii) I think that you should ____ your decision. It may not be the best thing to do. (consider)

[3]

3. a) Describe the seven C's of effective Communication? 7
b) What are the barriers to communications? Describe the methods for overcoming the barriers to communication? 7
4. a) Write a short note on Precise writing and précis. 7
b) What is drafting and editing in writing? What is the importance of drafting and editing your writing? 7
5. a) Write a importance of Business Letters with a detail. 7
b) What is a letter of complaint? What are the characteristics of writing a letter of complaint? 7
6. a) What are the features of a new report? .What are the elements and structure of news report? Explain 7
b) List five reason why communication skills are important for you? 7
7. a) Why is technical definition created? What are the elements of technical definition? 7
b) You are Sneha. Write an application to the Sub-division officer (telephones) about the complaint of your telephone disorders. 7
8. Give the answer. (any two) 14
a) Report of trouble
b) Features of writing a good Report
c) Progress Report
d) E-mail and Tender
