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HS 131106

Roll No. of candidate

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2019

B.Tech. 1st Semester End-Term Examination  
ENGLISH COMMUNICATION AND TECHNICAL  
REPORT WRITING

(Old Regulation)

Full Marks – 100

Time – Three hours

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Answer Question No. 1 and any six from the rest.

1. Answer the following as directed : (10 × 1 = 10)
  - (a) Everyone loves a rose. (Change the sentence into interrogative)
  - (b) An illustration (make) a book more interesting. (Correct the tense)
  - (c) Mr. John said, 'I want to go to the market today'. (Change the form of narration)
  - (d) Nation (Add suffix to change the word class)
  - (e) He is as brave as a lion. (Change the degree of comparison to comparative degree without changing the meaning)

[Turn over

- (f) We stood \_\_\_\_\_ the lake. (beside/behind)
- (g) I saw a beautiful picture. (Turn into a complex sentence)
- (h) Write the synonym and antonym of 'dwarf'.
- (i) He has done the work. (Turn into Passive)
- (j) He and i am going to cinema tomorrow.  
(Correct sentence)

Answer any *six* (From (2) to (9))

2. Write short answers. (5 × 3 = 15)

- (a) Differentiate between oral and written communication.
- (b) What are the characteristics of a group leader?
- (c) Write a short note on Memorandum.
- (d) What is process of communication?
- (e) What is the importance of audience analysis?

3. Write short notes on any *three* of the following :

(3 × 5 = 15)

- (a) Importance of Group Discussion
- (b) Proxemics
- (c) Complain Letter
- (d) Horizontal Communication

4. Answer the following : (3 × 5 = 15)
- (a) Assume that you are Kapil Singhania, the Managing Director of Innovation Software Limited. You have to write a memo to all your sales staff informing them that the company has decided to give an incentive at the rate of five percent to all the sales staff from July 2020.
- (b) Write a paragraph on My favourite personality.
- (c) Suppose you want to take a car loan from State Bank of India. Write a letter to the Chief Manager SBI Branch of your locality requesting him or her to send you all the information related to SBI Car loans.
5. What is Communication? Write the barriers to Communication? (15)
6. What is technical report? Write the structure of a formal report. (15)
7. What is Group Discussion? What are the necessary characteristics observed in GD? (5 + 10 = 15)
8. What is the difference between Verbal and Non Verbal Communication? Write about the four types of Non-Verbal Communication? (5 + 10 = 15)
9. Write the 7cs of communication. (15)

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