

Total No. of printed pages = 2

HS 131106

Roll No. of candidate

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29/37

2022

B.Tech. 1<sup>st</sup> 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 no1 and 6 from the rest.

1. Do as directed

- (a) "Painting is my passion", she said. (Change the narration) (1)
- (b) Neither of the students have gone home. (Correct the mistake in the sentence). (1)
- (c) The teacher gave us four assignments. (Change the voice of the sentence). (1)
- (d) If you really want to do something, you will find \_\_\_\_\_ way. If you don't, you'll find \_\_\_\_\_ excuse. (Fill in the blanks with appropriate articles; a, an, the). (2)
- (e) Give synonyms for the words; evaluation, total. (2)
- (f) Give antonyms for the words; encouraging, gorgeous. (2)
- (g) She is a great writer. She has published many books. (Combine the sentences into one). (1)

2. Write the differences: (any three)

(5 × 3 = 15)

- (a) Verbal and non verbal communication
- (b) Speaking and Writing
- (c) Memo and letter
- (d) E-mail and letter.

[Turn over

3. Define communication. What are the elements of communication? What are the ways of achieving effective communication? (2 + 6 + 7 = 15)
4. What are the barriers to communication? Write briefly about the different types of barriers to communication. How can you remove these barriers? (2+10+3=15)
5. (a) What are the different types of interviews? (5)  
 (b) How should one prepare for an interview? (8)  
 (c) What is a CV? (2)
6. (a) What are the characteristics of a technical report? (6)  
 (b) What are the elements or parts of a technical report written in a manuscript format? (3)  
 (c) What are the importance of a technical report? (6)
7. (a) Write a memo with the following information. (10)  
 As the General Manager of ABC Company, announce to all personnel of the office that they will get a bonus of 3% on their salary for Christmas.  
 (b) What are the parts of a formal letter? (5)
8. (a) What are the audio visual aids in a presentation? Why should we use them? (3 + 3 = 6)  
 (b) What are the qualities of a good presenter? (6)  
 (c) How should one deal with stage nervousness? (3)
9. (a) What are the characteristics of a formal letter? (5)  
 (b) Write a letter with the details given below: (10)  
 You are a student of B Tech third semester. Write a letter to the Human Resource Manager, Hindustan computers Ltd, 140 MM G Road, Bangalore 500001 expressing your interest to do an internship program in their organisation.

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