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HS 131106

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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

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

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

1. Answer the following as directed : (10 × 1 = 10)
- (i) Mr. Das Said, 'I want to go for shopping today'
(Change the form of narration)
 - (ii) There is many solutions to this problem.
(Correct the sentence)
 - (iii) Nation.
(Add suffix to change the world class)
 - (iv) She is going to the party.
(Add Tag question)

[Turn over

(v) Absurd

(Write the antonym of the given word)

(vi) Informal communication channels transmit official news through unofficial means. (T/F)

(vii) Writing letter is non-verbal communication. (T/F)

(viii) Memo is a form of internal communication. (T/F)

(ix) The main objectives of horizontal communication are developing teamwork and promoting group-coordination with employees. (T/F)

(x) Application is a form of informal communication. (T/F)

2. (a) What is communication? Explain with examples.

(b) What is the difference between oral and written communication?

(c) Write a proper diagram explain the process of effective communication. (3 × 5 = 15)

3. Write short notes on any *three* of the following : (3 × 5 = 15)

(a) Advantage of Email

(b) Upward communication

(c) Psychological barrier to communication

(d) Non-verbal communication.

4. What are the barriers to effective communication? Elaborate with suitable examples. (15)
5. What is technical report? Write about the different parts of a technical report. (15)
6. Answer any *three* of the following : (3 × 5 = 15)
- (a) Write a paragraph on 'The rise of indie film' (indie films are not made by hollywood or bollywood. It is independent films)
- (b) Assume that you are Prateek Raj, a follow doing research in marketing management at Indian institute of management, Ahmedabad. Write a letter to Ashok Ranjan, the marketing manager of Petronet LNG limited, World Trade Centre, Babar Road, Barakhamba Lane, New Delhi - 110001. Request him to send you information about the company's marketing activities. Tell him that you need the information for market research purposes.
- (c) Assume that you are Rahul Srivastav a 1st class M.Tech. from IIT Guwahati. You have undergone your project at ONGC Jorhat. Write a job applications to the principal for the post of Asst. professor that has been advertized in Assam Tribune on 1st of September 2018. The name of the college you are applying is IMS Engineering college, Ghaziabad, National Highway 24, Adhyatmik Nagar, Uttar Pradesh 201009.
- (d) Assume that you are Pashupati Shah, the Regional sales manager of easy home appliances, Mumbai, you have to write a memo to Reena Chatterjee, Assistant Manager (sales) explaining a new procedure for reporting monthly sales performance. The special features of the procedure includes.

- (i) Use of double entry system to record monthly sales performance instead of the existing single entry system.
- (ii) A separate format for sales performance below quota.
- (iii) A computerized database.

The new procedure will be going into effect from January 1, 2019.

7. (a) What is group discussion? (5)
- (b) Write on the importance of group discussion skills. (5)
- (c) What are the characteristics of successful group discussion? (5)
8. Write the difference between verbal and non-verbal communication. What are the four types of nonverbal communication? Explain with example. (15)
9. What are different types of interview? Explain. (15)
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