

Total No. of Questions : 8]

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Roll No

BT-1003 (CBGS)

B.Tech., I & II Semester

Examination, May 2019

Choice Based Grading System (CBGS)

English

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.

ii) All questions carry equal marks.

1. a) Give synonym and antonym for the word 'illegal'. 4
b) Write difference between Dictionary and Thesaurus. 4
c) Explain different parts of speech and given one example for each. 6
2. a) Give one example for each oral and written communication. 4
b) What are different barriers of communication? 4
c) Write seven important principles of communication. 6
3. a) Write what do you understand by non-verbal communication? 4
b) Give four examples of cross cultural communication. 4
c) Write a paragraph on 'How can listening ability be enhanced'? 6

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4. a) Define a formal report. 4
b) Draft a paragraph on 'Importance of communication for Technical Students'. 4
c) Write steps of precisng a paragraph. 6
5. a) What is the difference between a tender notice and a quotation? 4
b) What are different components of a good 'Resume'? 4
c) Explain different parts of a business letter. 6
6. Do as directed: 14
a) Express the meaning of the sentence in a negative form: Brutus loved Ceaser.
b) Change into direct speech: He requested me not to leave him alone.
c) Correct the sentence :Raj is my cousin brother.
d) Supply a verb in agreement with its subject: The cost of all these articles.....risen.
e) Choose the correct alternative: You (should, would, ought) be punctual.
f) Change into passive voice: The teacher appreciated the boy's work:
7. a) Discuss the role of 'courtesy' in a business letter. 8
b) Write three complimentary closes of a business letter. 6
8. a) Write a paragraph on guidelines for writing Resume. 8
b) Write a paragraph on significance of communication. 6
