

300111(46)

**B. E. (First & Second Semester) Examination
Nov.-Dec. 2019**

(Old Scheme)

**(Branch : AEI, Arch., Bio Tech, Chem., Civil, CSE,
Elect., EEE, EI, ET & T, IT, Mech., Mining,
Metallurgy, Mechatronics, Production, Automobile)**

LANGUAGE (Professional Communication in English)

Time Allowed : Three hours

Maximum Marks : 80

Minimum Pass Marks : 28

Note : Attempt all questions. Part (a) of each question is compulsory which is of 2 marks. Attempt any two parts from the rest three (b), (c) & (d), each is of 7 marks. All questions are compulsory in Unit III.

Unit - I

1. (a) Define Feedback.

- (b) What is Grapevine communication? Mention its advantages, disadvantages and importance in a business corporation.
- (c) Mention the barriers in communication. Describe any three.
- (d) What are the media's of communication? Describe the merits and demerits of oral and written media.

Unit - II

- 2. (a) Mention the different styles of letter writing.
- (b) Write down the ten golden rules of Precis' writing.
- (c) Define Report. Describe the elements of front matter. <http://www.csvtuonline.com>
- (d) Invite quotations for fifty Laptops with accessories for your new office by the end of August 2017.

Unit - III

- 3. (a) List down two basic purpose of reading. 2
- (b) Write any two differences between British and American English. 2
- (c) Do as directed :

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- (i) Write down the synonym and antonym of pleasure. 2
- (ii) Frame sentences to differentiate between : 2
 - (a) Story - Storey
 - (b) Bricks - Brisk
- (iii) Change the voice : 1

Automation can make the work easy.
- (iv) Change the speech : 1

My teacher said, "It may rain tomorrow"
- (v) Add question tag : 1

She loves to participate in Debates.
- (vi) Transform the sentence : 1

I love skiing. (Negative)
- (vii) Correct and rewrite the sentence : 1

My pair of jeans are new.
- (viii) Insert appropriate preposition : 1

It has been raining last night.
- (ix) Write one word for : 1

One who looks at the brighter side of things.
- (x) Rewrite the sentence using the given connectives. 1

Do this work. Sam will do it.

(Either or)

Unit - IV

- 4. (a) What is voice modulation?
- (b) What guidelines should be kept in mind for effective participation in GD.
- (c) Describe the various preparations an interviewee should make to face an interview.
- (d) What are the different factors one has to be sensitive for effective presentation.

Unit - V

- 5. (a) Define Listening and Hearing.
- (b) What are the traits of a good Listener?
- (c) Give a brief account of the ethics of telephonic conversation.
- (d) What is multimedia communication? Write a note on any three modern devices of communication.