

Total No. of Questions : 8]

Total No. of Printed Pages : 2

Roll No \_\_\_\_\_

**BT-103 (GS)**  
**B.Tech., I & II Semester**  
 Examination, November 2022  
**Grading System (GS)**  
**English for Communication**  
 Time : Three Hours

Maximum Marks : 70

- Note:** i) Attempt any five questions.  
 ii) All questions carry equal marks.

1. Do as directed:
- She asked whether we would come for the party.  
(Change into Direct Speech)
  - Logistics \_\_\_\_\_ not my area of expertise.  
(Supply a verb in agreement with its subject)
  - The recipe required flour sugar eggs and cream.  
(Use appropriate punctuation marks)
  - During our trip to Shimla, the train went \_\_\_\_\_ a tunnel.  
(Use appropriate preposition)
  - He completed \_\_\_\_\_ internship with a company dealing in a solar energy last year.  
(Use correct article)
  - He could solve the problem. (Change the voice)
  - When I was walking in the park, I was hearing a loud noise.  
(Identify the error in this sentence and correct them)

- Write a note on significance of communication.
  - Mention the difference between verbal and non-verbal communication.
- Write the importance of communication for technical students.
  - Explain briefly 7 C's of Communication with examples.
- Write a note on features of a good report.
  - Give some important points to improve reading comprehension skills. <https://www.rgpvonline.com>
- What is writing precisely and mention the various steps to be followed in writing precise?
  - Explain the precautions should be taken while writing an e-mail.
- Briefly explain the types of essay writing with examples.
  - Elucidate the difference between laboratory report and progress report.
- Write the importance of business letter and explain parts and layout of business letters.
  - Submit a letter of application along with your resume for the post of software engineer in HCL, Bangalore.
- Explain, what are the barriers to communication and how can we overcome them?
  - How many ways we could do business correspondence? Explain.

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