

Roll No .....

**BT-103 (GS)**  
**B.Tech., I & II Semester**  
 Examination, December 2023  
**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. a) Answer the following as per direction given in brackets: 7
- i) Nishkarsh is playing football. (Change into passive Voice)
  - ii) He said, "His horse died in the night." (Change into Indirect speech)
  - iii) She said, "Oh no! I missed the train." (Change into Indirect speech)
  - iv) They were doing good work. (Change into passive Voice)
  - v) Sam has written a letter. (Change into passive Voice)
  - vi) He said, "I have lost my mobile phone." (Change into indirect speech)
  - vii) "Why haven't you phoned me?" he asked me. (Change into Indirect speech)
- b) Choose the correct form of the verb that agrees with the subject. 7
- i) Mathematics (is, are) John's favorite subject, while Civics (is, are) Andrea's favorite subject.
  - ii) Eight dollars (is, are) the price of a movie these days.

- iii) (Is, Are) the tweezers in this drawer.
- iv) Your pants (is, are) at the cleaner's.
- v) There (was, were) fifteen candies in that bag. Now there (is, are) only one left!
- vi) The committee (debates, debate) these questions carefully.
- vii) Either my shoes or your coat (is, are) always on the floor.

2. a) Answer the following. 7

- i) Write down the Antonyms- Knowledge, better, regular, defensive, mortal, casual, include.
- ii) Write down the Synonyms- Amazing, Begin, Clam, Delicious, Gross, Mischievous, Scared

b) On the basis of your reading of the passage answer the following questions. 7

Robert Bruce was the King of Scotland. He had made many efforts to free his country but in vain. One day he was sitting in a cave in a dejected mood. He was thinking to give up attempts to liberate his country. All of a sudden his eyes fell upon a spider that was trying to reach the ceiling. It made, several attempts but every time it failed. But the spider did not lose heart. It made a fresh attempt. To the great surprise and joy of Robert Bruce this time its attempt was crowned with success Bruce was now full of praise for the patience shown by the spider. He felt inspired and began to think that if a spider could be successful after making several unsuccessful attempts, why couldn't he? He mustered up courage and made another attempt. This time he was successful in freeing his country.

Answer the following questions.

- i) Why was Robert Bruce sitting in a dejected mood?
  - ii) What did Robert Bruce notice about the spider?
  - iii) Why was Robert Bruce surprised?
  - iv) How did the Robert Bruce feel inspired?
  - v) What did he decide to do?
  - vi) What was the result of his attempt?
  - vii) Pick out the words/phrases from the passage which mean the same as:
    - 1) Useless
    - 2) Give up courage
    - 3) Liberate
3. a) Describe the process/cycle of Communication. Give difference between one-way Communication and two-way Communication? 7
- b) Explain the advantages and disadvantages of written communication. <https://www.rgpvonline.com> 7
4. a) Give difference between laboratory report and progress report. 7
- b) What do you mean by planning drafting and editing? What are the stages of planning drafting editing? 7
5. a) Write a contents of a good resume in details. 7
- b) What do CC and BCC mean? What are the basics of email? Explain. 7
6. a) Draft a tender notice for construction of a workshop building of a new polytechnic costing Rs. 80 lakhs, assume suitable information if required. 7
- b) Give the difference between calling quotation and sending quotation in detail. 7

7. a) What is technical definition and technical description? What are technical definition terms? Explain. 7
- b) What is report writing? What are the structural features of report writing? 7
8. Explain the following.(any two) 7+7
- a) Non verbal Communication
  - b) Complaint
  - c) Laboratory Report
  - d) Precise Writing

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