

Roll No .....

**BT-103 (GS)**  
**B.Tech., I & II Semester**  
Examination, June 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) Identify the following sentences as Declarative, Interrogative, Exclamatory or Imperative. 7  
i) Pass the ball.  
ii) Should I call or email you?  
iii) I have been visiting this temple since 2005.  
iv) What a great car you have!  
v) Janet went to the library to borrow some books.  
vi) The water was so cold that we could not swim in it  
vii) The little girl started crying when she couldn't find her toy.
- b) Answer the following as per the instructions given in the brackets. 7  
i) I borrowed \_\_\_\_ pencil from your pile of pencils and pens. (use appropriate article)  
ii) One of the students said, "\_\_\_\_ professor is late today." (use appropriate article)

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- iii) The educator said to Paul, "If do not finish your project, I'll call your mother." (change into indirect speech)  
iv) They \_\_\_\_\_ (work) on this project at the moment. (write correct form of the verb given in bracket)  
v) Tom stood before her \_\_\_\_\_ the queue. (Use appropriate preposition)  
vi) Could you help me, please? (Change into passive voice)  
vii) Who can answer my question? (Change into passive voice)

2. a) Give the Synonyms of the following words. 7  
Endure, Horror, Contribute, Notable, Necessary, Vanish, Consolation
- b) Put the words in brackets in the appropriate form (Use prefixes or suffixes): 7  
i) He was acting un a very \_\_\_\_\_ way. (child)  
ii) She looked \_\_\_\_\_. She started to cry. (happy)  
iii) He wants to be a \_\_\_\_\_ when he grows up. (mathematics)  
iv) The team that he supported was able to win the \_\_\_\_\_ (champion)  
v) There were only a \_\_\_\_ of people at the match. (hand)  
vi) He passed his exam. He was \_\_\_\_\_ for the second time. (succeed)  
vii) I think that you should \_\_\_\_ your decision. It may not be the best thing to do. (consider)

3. a) Describe the seven C's of effective Communication? 7  
b) What are the barriers to communications? Describe the methods for overcoming the barriers to communication? 7
4. a) Write a short note on Precise writing and précis. 7  
b) What is drafting and editing in writing? What is the importance of drafting and editing your writing? 7
5. a) Write a importance of Business Letters with a detail. 7  
b) What is a letter of complaint? What are the characteristics of writing a letter of complaint? 7
6. a) What are the features of a new report? .What are the elements and structure of news report? Explain 7  
b) List five reason why communication skills are important for you? 7
7. a) Why is technical definition created? What are the elements of technical definition? 7  
b) You are Sneha. Write an application to the Sub-division officer (telephones) about the complaint of your telephone disorders. 7
8. Give the answer. (any two) 14  
a) Report of trouble  
b) Features of writing a good Report  
c) Progress Report  
d) E-mail and Tender

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