

Enrollment No. _____

GANPAT UNIVERSITY

M. Tech. (CE/IT/EC) Semester-II CBCS (NEW) Regular Exam | April - June 2015

3OS201: English Language and Communication Skills

MAXM TIME: 3 HRS

MAXM MARKS: 60

Instructions:

1. Figures to the right indicate full marks
2. Each section should be written in a separate answer book
3. Be precise and to the point in your answer

SECTION - I

Q.1 According to you, how do communication skills prove to be useful for the engineering professionals to build their career? (10)

OR

Q.1 Write brief notes on the following

1. Shannon's model of communication process
2. Basic principles of communication

Q.2 What will you advise to your friend to improve his reading comprehension? (10)

OR

Q.2 Define the term listening and discuss its various types with examples.

Q.3 Do as directed: (10)

- (1) They knew that a severe crime was committed by him. (Change the voice)
- (2) The food here is **quite** scrumptious. (Recognize the part of speech in bold)
- (3) I have been losing my keys. I can't find them. (Correct the sentence)
- (4) He would perhaps get the job if he tried but he doesn't try enough. (Use 'might')
- (5) They _____ the caves for two weeks now. (Put proper form of 'to explore')
- (6) I didn't have the chance. I couldn't reserve your seat. (Rewrite the sentence in third conditional)
- (7) The machines _____ smoothly now. We've got them repaired. (Use correct form of the verb 'function')
- (8) It is getting dark. You had better _____ home safely. (Put proper form of 'to reach')
- (9) She _____ all the data from the folder before I could give it to the police. (Put proper form of 'to delete')
- (10) I would rather keep my mouth shut than _____ in favor of the wrong and immoral. (proper form of 'to speak')

SECTION - II

Q.4 "The occurrence of unwanted disturbance leads to communication breakdown". (10)
Discuss the statement in the light of Intrapersonal Barriers to communication.

OR

Q.4 In your opinion, how oral communication differs from written communication.

Q.5 Trace the significance of word selection and sentence construction in effective written communication. (10)

OR

Q.5 Write brief notes on:

1. Flow of communication in an organization
2. Compulsory parts of business letter.

Q.6 Draft the following business letters.

(10)

1. Draft a letter to the supplier complaining of late delivery of a stationary consignment.
2. Draft a letter to the buyer providing him requested information regarding website design services.

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