

Date: 24/05/2017

Enrolment No. _____

GANPAT UNIVERSITY

M.TECH (CE/IT) SEMSTER –II CBCS REGULAR EXAMINATION – APRIL-JUNE-2017

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 “Communication skills are one of the most essential requirements that employers look for in engineers today.” – Discuss (10)

OR

- (1) Stages of Communication Process (05)
- (2) Organizational Barriers (05)

Q.2 “Listening is one of the most important management and leadership qualities.” – Discuss the statement in the light of significance of listening skills for students and professionals. (10)

OR

- (1) Objectives and classes of reading comprehension (05)
- (2) Interpreting punctuations in reading comprehension (05)

Q.3 Do as directed. (10)

(1) I am fully agree with you. (Correct the sentence)

(2) When my alarm went off, I _____ about work! (Insert proper form of ‘dream’)

(3) Rahul can play the guitar. (Change the voice)

(4) Provide Adjective of: 1. Beauty 2. Power

(5) Vivek _____ not catch the bus as he was running slowly.

(Insert proper modal auxiliaries)

(6) I will be _____ my hair _____ tomorrow. (have+cut)

(7) You can see him working. He _____ a landscape right now.

(Insert proper form ‘paint’)

(8) All of the students _____ absent today. (Insert proper form ‘be’)

(9) People generally say that honesty is the best policy. (Change the voice)

(10) If we finish our work quickly then we can go to the movie. (Identify underlined word)

SECTION – II

Q.4 Define 'Sentence' and discuss the guidelines for framing effective sentences in formal writing. (10)

OR

Q.4 (1) Significance of coherence in paragraph writing (05)

(2) Use of concrete words and avoidance of foreign expressions (05)

Q.5 Discuss the fundamentals of effective formal writing briefly. (10)

OR

Q.5 (1) Definition and advantages of written communication (05)

(2) 7 Cs of effective written communication (05)

Q.6 Prepare drafts of the following business letters. (10)

(1) As a Proprietor of Yashika Leathers, place a purchase order for bulk buying leather office bags.

(2) Offer appropriate adjustment to the retailer's complaint for defective consignment of desktop computers.

-----**END OF PAPER**-----