

Code : 241105

B.Tech 1st Semester Exam., 2015

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory.

1. Give one-word substitution for the following (any six) : $2 \times 6 = 12$
 - (a) The whole mass of air surrounding the earth
 - (b) One who is not sure of the existence of God
 - (c) One who does something not professionally but for pleasure
 - (d) A statement open to more than one interpretation
 - (e) The science that studies plants

- (f) A person with a long experience of any occupation
- (g) To send out of one's native country *Expatriate*
- (h) Exclusive possession of the trade in some commodity
- (i) The act of violating the sanctity or destroying the property of a sacred place
- (j) An ordinary and commonplace remark

2. Answer any three of the following : $4 \times 3 = 12$

- (a) What is a memorandum? List its importance.
- (b) What is the importance of a business letter?
- (c) Discuss on the methods of reading.
- (d) What is a circular? Why is it required?
- (e) Differentiate between combination and functional types of resume.

Answer any *three* of the following : 12×3=36

3. Discuss the importance of listening and the factors affecting listening.
4. Assuming that you have the requisite credentials, draft a job application letter in response to the following advertisement :
Wanted a Plant Manager (Operations) at our new factory in Ghaziabad, UP. Engineering graduates with minimum 5 years experience in manufacturing industries as Plant Managers can apply. Salary is negotiable. Apply with particulars to Box 650, The Hindu, Chennai—600004 latest by 10th of October, 2015.
5. What is a group discussion? Discuss different techniques of group discussion.
6. "Communication is as essential for a business concern as blood and breathing are for life." Do you agree? Explain.
7. What is a report? Discuss different types of report.

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