

(Set-Q₂)

B. Tech-1st (All Br.)
English for Communication

Full Marks : 70

Time : 3 hours

**Q.No.1 is compulsory and answer
any five from the rest**

The figures in the right-hand margin indicate marks

1. Answer the following : 2 × 10

In (a) (b) (c) mention whether the statement is TRUE or FALSE and justify your answer in one or two lines.

(a) You cannot not communicate.

(b) Grapevine communication is harmful to the organisation.

(c) Non-verbal cues are voluntary actions.

(d) Mention the consonant sounds Indian speakers have most problem with. Give example of at least one sound to prove it.

(Turn Over)

- (e) If an employee is late, give him one warning.
(Make the sentence bias-free)
- (f) What is the significance of upward communication in an organization?
- (g) What is language barrier? Explain with example.
- (h) Time and Tense are not the same thing. Prove.
- (i) What do you mean by informational report?
- (j) What is the difference between a memo, notice and letter?
2. (a) Write a short note on grapevine communicate. 5
- (b) Explain the different functions of language. 5
3. (a) Mention through example about the types of conditionals used. 5
- (b) Write a short note on "bias-free" language. 5
4. (a) Describe the process as to how communication take place. 5

✓(b) What is intonation ? Where do we use falling tone ? Explain citing example. 5

5. (a) Your company is organizing a blood donation camp in your office. You as a Manager release a circular to all staff members requesting them to be a part of the event and make it successful. 5

(b) What is the difference between word stress and sentence stress ? 5

6. ✓(a) Prepare a CV of Sanjay Sabat who is an Engineering graduate with computer science from VSSUT, Burla. He is having 2 years of experience in Excel Technologies as a Network Engineer. 5

✓(b) Body language plays an important role during communication. Justify the statement. 5

7. (a) Your company participated in a seven day IT Expo held in Bhubaneswar last month. You as a Sales Manager prepare a report to be sent to the Vice President, sales reflecting the business you did there. 5

(b) Do as directed : 1 × 5

(i) Might is right. (Turn into passive)

(ii) I have bought this dress in London.
(Correct the error if required)

(iii) Rohit resembles his father.
(Use phrasal verb for "resemble")

(iv) If I go to bed early I _____ early.
(Fill the gap using "wake-up")

(v) Tomorrow is the last date for submission of application. You _____ submit it tomorrow. (should / can/ must/ shall)
(use the right word)

8. (a) Write a paragraph of about 150 words on the topic "Adverse impact of Social Networking sites on the society." 5

(b) As a local resident, write a letter to the Editor of a local newspaper drawing his attention about the miserable condition of your locality in your ward. 5
