

B.Tech I Year II Semester (R15) Regular Examinations May/June 2016

**ENGLISH FOR PROFESSIONAL COMMUNICATION**

(Common to all)

Time: 3 hours

Max. Marks: 70

**PART – A**  
(Compulsory Question)

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- 1 Answer the following: (10 X 02 = 20 Marks)
- (a) What is expected of a GD participant when he or she opens a topic based GD?
  - (b) Explain the usage of probable and impossible conditional sentences with two examples each.
  - (c) What are advantages of using Power Point Presentations in professional communication?
  - (d) Use the following modals in terms of 'Possibility Function':  
(i) Might. (ii) May. (iii) Can. (iv) Will.
  - (e) What are homophones and homonyms? Explain with suitable examples.
  - (f) **Rewrite the following sentences in reported speech:**  
(i) He said to her, 'will you listen to my suggestion?'  
(ii) Ramesh said to her, 'Why did you sing my song?'
  - (g) **Use the following idioms in your own sentences:**  
(i) Worked like a dream.  
(ii) Be full of beans.
  - (h) **Change the following into complex sentences:**  
(i) He bought a pen and the pen was very nice and expensive.  
(ii) He heard the reply. He became angry.
  - (i) How is 'curriculum vitae' different from 'resume'?
  - (j) Use the following phrasal verbs in your own sentences:  
(i) to catch on. (ii) to lay someone off.

**PART – B**  
(Answer all five units, 5 X 10 = 50 Marks)

**UNIT – I**

- 2 Give an elaborate account of the following in connection with Group Discussions:
- (a) Communication Skills.
  - (b) Clarity of Thought.
  - (c) Team Management.
  - (d) Shared Leadership.
  - (e) Positive Body language.

**OR**

- 3 Write an analytical essay on "Effective Use of Smart Phones in Professional Life".

**UNIT – II**

- 4 Write a summary each to the following extracts:
- (a) Today there are 3000 million people in the world. Fifty years ago only about 2000 million people lived in it. If earth's population were evenly distributed over its land surface, there would be about 550 persons to the square mile. But Earth has vast areas of forest, mountains and desert which are almost totally inhabited. On the other hand, it has great cities each with millions of people living in a few square miles.  
To feed the fast growing population of our earth, scientists and planners have to discover new ways to produce more. One possible way is to bring more land not under cultivation. This can be done only in places where there is lot of land not used for productive purposes. In many places there is no longer possible all the arable land is already cultivated. A second way is to make use of new types of seeds to produce more. Already a number of new strains of paddy and wheat have been developed in different parts of the world. India is one of the countries where a lot of useful work has been done in the field of agriculture research.

Contd. in page 2

- (b) Not until the nineteenth century did canning become a part of food preservation. Until then, foods were dried, salted, or smoked. In 1795, during the Napoleonic Wars, the French government offered a reward to the first person who could preserve food satisfactory for military use.

In 1809, M. Nicholas Appert won the 12,000 francs and earned recognition as the father of canning. Although he used glass bottles, sealed with cork and processed in a hot-water bath, he did not know why his process worked. Ultimately, Louis Pasteur determined why improperly processed foods spoil. Microorganisms found in the air, and on all objects, cause spoilage as soon as they come in contact with food. Only proper sterilization, found Pasteur, could kill these microorganisms.

Prior to 1850, the only sterilization method known to farm women called for canning—first in tin cans and later in glass jars, both of which had a groove around the top, into which a tin lid fit. Hot food, placed in hot cans or jars and topped with a hot lid, was sealed with hot sealing wax—a hard red wax, quite unlike today's paraffin. When dry, the brittle wax seal was broken only by pelting the wax with a blunt object, usually a knife handle. In 1858, John L. Mason invented a glass jar that could receive a screw-on zinc lid sealed by a rubber gasket. For the first time, home canning became easy, economical, and popular. By 1903, Alexander H. Kerr perfected the two-piece lid, a snap lid and a ring, still in use nearly 90 years later. Home canning literally snapped forth a new option for homemakers.

OR

- 5 How do 'GDs' and 'Debates' help the professional in the making? Highlight the similarities and dissimilarities between the two?

**UNIT – III**

- 6 Give an account of the following keeping good "presentation skills" in view:

- Planning.
- Preparing.
- Organizing.
- Rehearsing.
- Presentation / Execution.

OR

- 7 Assume that the cost of your education is being paid by the Bharat Engineering Limited. The agreement is that you will serve them for five years after graduating. They want a report on the quality of training you are receiving and the progress you have made. Write this report, which will be circulated to the member of the Board of Directors.

**UNIT – IV**

- 8 (a) Write short notes on the following: (i) Topicalising. (ii) Schematising.  
(b) Read the following passage and make notes:

The art of metallurgy includes the deriving of metals from their ores, or the condition in which they are found in nature; their purification, or their admixture with other metals; and finally their manufacture into shapes and forms usable in industry. The science of metallurgy includes the study of these processes with a view to their control and improvement, and the development of new metal mixtures or alloys and of new test methods.

Because of its wide scope, the field of metallurgy may be divided into two parts. The first part deals with the melting and refining of metals, and has been designated as Process or Chemical Metallurgy. The second deals with the physical and chemical behavior of metals during shaping and treating operations and their behavior in the service of man. This phase is termed Physical Metallurgy.

OR

- 9 Write a report on your library as source of information, evaluating the following two factors and suggesting improvements:  
(a) The types of data available.  
(b) The service it provides.

**UNIT – V**

- 10 Write a letter of application in response to the following advertisement. Assume that you have the requisite qualification and experience.

Wanted a service advisor at our Kolkata office. You should preferably be an automobile engineer with 2 years of relevant experience. A pleasant personality and good communication skills are essential. Please send your detailed resume with a cover letter to Topsel Toyota, 25, Ganesh Chandra Avenue, Kolkata 700013. E-mail: [topcal@vsnl.com](mailto:topcal@vsnl.com)

OR

- 11 Give a brief account of some answering strategies in connection with personal interview? And exemplify them in your answers to the following questions:  
(a) What are your career objectives?  
(b) Why should we hire you?