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Total No. of Pages : 02

Total No. of Questions : 05

B.Tech. (2011 to 2017)/
B.Arch. (2012 & Onwards)
B.Com. (2013 to 2017 Batch) (Sem.-1,2)

COMMUNICATIVE ENGLISH

Subject Code : BTHU-101/BCOP-105

Paper ID : [A1103]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :**Note: All QUESTIONS are COMPULSORY.****Q1). Read the following passage and answer the questions given at the end : (10)**

One of the easiest ways of going about an interview is to familiarize yourself with your own assets. Each individual has within him certain enviable characteristics which, if polished, can lead him to unknown heights. It is just that we are not aware of our own potential. Practice talking about your own achievements. These achievements have to be in accordance with the expectations of the organization. The emphasis may have to undergo a slight change depending upon the organization. Together with your achievements, you need to possess some skills which will help you to make an indent in the organization. Your awareness of them is absolutely important. There is a distinction between skills and strengths. While the former would take into account ability to do something, the latter would indicate potential because of certain inherent traits. For e.g., your skills at organizing events can be distinguished from your strength to be able to communicate effectively. One should chalk out one's achievements, skills and strengths. The achievements such as awards won, papers written or presented, scholastic and extra-curricular achievements, positions held etc are noted. Skills such as ability to organize, get work done, synchronize, effective as a communicator and adept on the computer are taken into consideration. Some strengths such as punctuality, dedication, ability to achieve much in a short span, far sightedness and assertiveness, add to the qualities.

Questions :

- a) What is the first step for the preparation of an interview?
- b) What does an organization expect from an interviewee?
- c) What is the difference between skills and strengths?

- d) Which are the skills in the given options :
- a. Ability to organize
 - b. Get work done
 - c. Effective as a communicator
 - d. Adept on the computer
 - e. All of the above
- e) Which is the best way to prepare for an interview :
- a. Making a list of achievements, skills and strengths
 - b. Being punctual
 - c. Telling about achievements irrelevant to organization.
 - d. Being far sighted
 - e. By communicating
- Q2). a) Use the following words in meaningful sentences : (5×1=5)
Vogue; Dialect; Elite; Haphazard; Framework
- b) Rewrite the sentences as directed : (5×1=5)
- a. He did the work (rewrite by adding adverb of 'Intelligent')
 - b. To visit China is one of my dreams (rewrite by using appropriate gerund)
 - c. To give and accept a bribe is unethical (rewrite by using appropriate gerund)
 - d. The table was shifted from the first floor to the ground floor (change the voice)
 - e. We must keep our environment clean (change the voice)
- Q3). There is an increase in the number of bridges / flyovers that are collapsing in India. Discuss your views regarding the reasons behind such uneventful incidents that threaten the lives of many people. (10)
- Q4). The shoes which you ordered online were shown to be of premium quality and brand. But when you received them, they turned out to be of inferior quality and of a different company. Write a letter to the e-commerce company, stating your complaint and demanding immediate action. (15)
- Q5). There is an unprecedented growth in online shopping. Write a detailed report on the reasons behind the rise in this practice and also on its advantages and disadvantages. Describe the effect of this practice on India's culture in your report. (15)