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## **BT-103**

### **B.Tech., I & II Semester**

Examination, December 2020

### **English for Communication**

*Time : Three Hours*

*Maximum Marks : 70*

- Note:** i) Attempt any five questions.  
ii) All questions carry equal marks.

1. Do as directed:

- a) Read the following sentences carefully and edit them for grammatical accuracy.
  - i) There is many solutions do this problem.
  - ii) I wish you will not be late for the class.
  - iii) Dr. Anil Suha eating along with his children, were present in the function.
  - iv) Any misinterpretation of a message leading to communication breakdown and creates confusion and misunderstanding.
  - v) Weather variations are caused by flow of hot our masses in relative to cold air masses.
  - vi) The reaction between an acid and a base take place in microseconds.
  - vii) The fibre optic cables consist of many glass fibres transport hundred of telephone conversations over long distances.

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2. Each of the words listed below is followed by five choices. Pick the word that is closest in meaning to the listed word.
- i) Opulence: (a) Poverty (b) Penury (c) Affluence  
(d) Indigence (e) None of the above
  - ii) Smother: (a) Shapefy (b) Simplify (c) Choke  
(d) Chaff (e) None of the above
  - iii) Retaliate: (a) Reveal (b) Repeal (c) Essential  
(d) Superb (e) None of the above
  - iv) Superfluous: (a) Redundant (b) Superficial (c) Essential  
(d) Superb (e) None of the above
  - v) Insouciant: (a) Intrepid (b) Instructive (c) Undiluted  
(d) Unconcerned (e) None of the above
  - vi) Comply: (a) Follow (b) Confound (c) Fulfil  
(d) Complicate (e) None of the above
  - vii) Exhort: (a) Extol (b) Expel (c) Urge  
(d) Repel (e) None of the above
3. Define communication. Describe the process of communication.
4. Write the technical description of an electric fan.
5. Write the structure of a formal report.
6. Discuss the features of an effective e-mail. Also discuss their advantages and limitations.
7. Write short notes on:
- a) Contents of a good resume
  - b) Report of trouble
8. Differentiate between
- a) Quotation and tender
  - b) Precise writing and precis

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