

BT-103 (GS)
B.Tech., I & II Semester
Examination, June 2025
Grading System (GS)
English for Communication

Time : Three Hours

Maximum Marks : 70

Note: i) Attempt any five questions.

ii) All questions carry equal marks.

1. a) Change the following sentences into active voice or into passive voice: 7

- i) Mr. Smith teaches me English.
- ii) I will present my idea at the conference tonight.
- iii) Mohan will repair your car.
- iv) My money has been stolen by someone.
- v) Let the door be shut.
- vi) The work will be finished by me.
- vii) He taught me phonetics at the university.

b) Add the correct prefix or suffix to the word in parenthesis to complete the sentences. 7

- i) I will _____ (pay, paid) for the candy bar.
- ii) The cat _____ (run, runs) fast.
- iii) Can I get my hair _____ (cut, cutting)
- iv) "She oftenly _____ (go, goes, going) Mumbai to meet her parents".

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- v) My sister _____ (work, works) as a waitress.
- vi) She _____ (goes, go, went) Indore yesterday.
- vii) Shakespeare _____ (write, wrote) plays in 16th century.

2. a) Fill in the blanks with right prefix/suffix. 7

- i) Success _____ people always set smart goals.
- ii) I go to fit _____ centre twice a week.
- iii) Youth of many third world countries are suffering from unemploy _____.
- iv) Could you clear _____ main points.
- v) 15th August 1947 is a history _____ day in Indian history.
- vi) Reading is the best way to broad _____ your knowledge. <https://www.rgpvonline.com>
- vii) During Covid-19 period, the whole world was undergoing by economy _____ crisis.

b) Write antonyms of the following words. 7

- | | |
|------------|-----------|
| i) Before | ii) Poor |
| iii) Short | iv) Tight |
| v) Noisy | vi) Tidy |
| vii) Dead | |

3. a) Define communication, explain the process of communication. 7

b) How written communication is better than oral communication? 7

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4. a) Write a paragraph on disadvantages of Social Media. 7
b) Write a precis of the following passage. 7

One of the great values of punctuality is that it gives discipline to life. We have to get up in time. All these entail certain amount of sacrifice. It dispels laziness and removes our "take it easy attitude".

A disciplined person always gets recognition and social acceptance.

He is wanted and appreciated. Therefore, punctuality can make us socially acceptable people.

Another significant merits of punctuality is that it provides ample time to do our work correctly and properly. Doing things hurriedly or haphazardly can have disastrous consequences. When we do things in time there is every chance that they end up as fine works. The venture of punctuality is said to be the key to success. Look at the great world leaders who have achieved fame and success, punctuality was their hall mark.

5. a) Write different qualities of a good business letter. 7
b) Draft a job application letter with resume for a suitable post as advertised in a newspaper. 7
6. a) You are Mohan working as a Junior Software Developer at "Innovative Software Developer" 13, Andheri East Mumbai, write an email to your HR Manager to grant sick leave for a week. 7
b) Explain importance of body language and gestures in the process of communication. 7

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7. a) Define barriers of communication. Explain any two barriers of communication? 7
b) How to make communication effective? 7

- 8 Describe any two of the following: 2×7=14
a) Email etiquette
b) Disadvantages of oral communication
c) Parts and layout of business letter
d) SQ3R, reading technique
