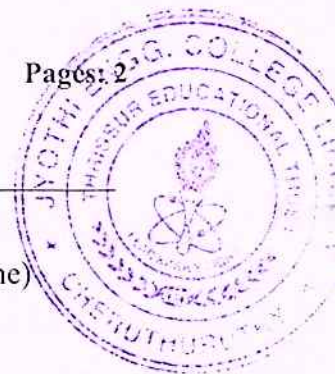


Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

B.Tech Degree S1 (S,FE) S2 (S,FE) Examinations May 2026 (2019 Scheme)



Course Code: HUN102

Course Name: PROFESSIONAL COMMUNICATION

(Common to all programs)

Max. Marks: 50

Duration: 2 Hours

PART A

Answer all Questions.

Marks

- 1 Find the correctly spelt words from each set of words given. (3)
- 1) a) arctic b) artic c) artick d) arctick
2) a) occation b) ocassion c) occassion d) occasion
3) a) commitee b) committee c) comitee d) committee

- 2 Write the definition for the following compound words. (2)
- a) Cybersecurity b) Sustainable Development

- 3 Write the correct sequence words and fill in the blanks. (4)

(Initially, Subsequently, Consequently, Firstly, Later, Finally)

a. _____, I conducted thorough research on the topic. _____, I organized my findings into a structured outline. _____, I started drafting the document. _____, I reviewed and made necessary revisions. _____, I submitted the final report.

b. _____, I attended the workshop. _____, I gained valuable insights. _____, I implemented the new strategies in my project. _____, I observed positive results. _____, I shared my success story with colleagues.

- 4 Find the error in the sentences given below. (2)

a) The software was (a)/ extensively tested (b)/ before its launch (c)/ No error (d)

b) In spite of the challenges (a)/ the team successfully (b)/ completed the project (c)/ No error (d)

- 5 Fill in the blanks with suitable forms of the words given in brackets. (4)

[efficient, communicate, technology, adapt, teamwork, enhance, present, globally]

In today's business world, it's crucial to stay (a) _____ in using the latest (b) _____. Companies need employees who can (c) _____ effectively and (d) _____ to changing circumstances. (e) _____ skills are essential for success, as they (f) _____ collaboration and (g) _____ the overall productivity. Employees who can (h) _____ their ideas (i) _____ are highly valued.

PART B

Answer all questions

- 6 Imagine you are applying for a technical writing position. Explain when you would submit a CV, a Biodata, or a Resume. Provide an overview of the structure of each document and highlight the key distinctions among them. (6)
- 7 Draft a formal email to your supervisor requesting approval to attend a workshop on advanced technical writing. Include details about the workshop, such as the date, location, and potential benefits for your professional development. (4)
- 8 Discuss various methods for report writing and information gathering when preparing technical documents. (4)
- 9 Differentiate between structured and unstructured interviews. Highlight the advantages and disadvantages of each. (4)
- 10 Outline six strategies for utilizing appropriate non-verbal communication in a professional presentation. (6)
- 11 a) Explain the importance of active listening in a professional setting, emphasizing three key aspects. (3)
b) Identify and elaborate on three common barriers to effective listening in a workplace (3)
- 12 What steps should be taken to create visually appealing slides for a technical presentation? (5)
