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Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Second Semester B.Tech Degree Examination July 2021 (2019 scheme)

Course Code: HUN102**Course Name: PROFESSIONAL COMMUNICATION
(AN Session)**

Max. Marks: 50

Duration: 2 Hours

PART A*Answer all Questions.*

Marks

- 1 Find the suitable synonym for the underlined words from the words given in brackets. (2)
- a) There is tremendous opportunity for personal and professional development in our company. (trivial / amazing)
- b) The policy is superficially attractive, but unlikely to work. (frivolously / sensibly)
- 2 Write the definition for the following compound words. (2)
- a) Note-making
- b) Dark room
- c) Post office
- d) Middle class
- 3 Find the misspelt words from each set of words given . (3)
- a) Sophisticated, sophisticatod, sofistikated, sophisticated
- b) Embarras, embaras, embarrass , embarrasse
- c) Liason , liasson, liasone, liaison
- 4 Complete the sentence as directed. (4)
- a) He enquired whether his designation was not PRO.
(Change into Direct speech.)
- b) My teacher often says to me, "If you don't work hard, you will fail."
(Rewrite the sentence into Indirect speech.)
- c) Manners reveal character. (Rewrite the sentence using 'Character')
- d) The efficiency of machines is reduced by friction.
(Rewrite the sentence using 'Friction')

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- 5 Fill in the blanks with suitable form of the words from the given options. (4)
- a) The mounting pressure was so over whelming that he ultimately -----
to the authorities demands.
i) Yielded in ii) Gave in iii) Cowed in iv) Agreed in
- b) Two thirds of the city _____ in ruins.
i) Is ii) are iii) had iv) were
- c) If you _____ well, you will get the Championship.
i) Practice ii) practise iii) practiced iv) had practiced
- d) The actor and music director _____ won the award.
i) Is ii) has iii) are iv) have

PART B

Answer all questions

- 6 Define Technical Communication and explain its significance. (4)
- 7 Explain steps in critical reading. (2)
- 8 Describe the techniques involved in listening to Technical talks. (4)
- 9 Discuss the various stages involved while attending a Group Discussion. (6)
- 10 Write a note on Technology based communication. (3)
- 11 What are the preparatory steps that a candidate should follow before attending a
job interview? (6)
- 12 You have seen an advertisement for the post of Marketing Manager in a reputed (6)
firm in Mumbai. Write a letter to the Public Relations Officer, C&C Enterprises,
Mumbai, applying for the job. Write the letter in 125-150 words.
- 13 Explain SQ3R method and PQRS method. (4)
