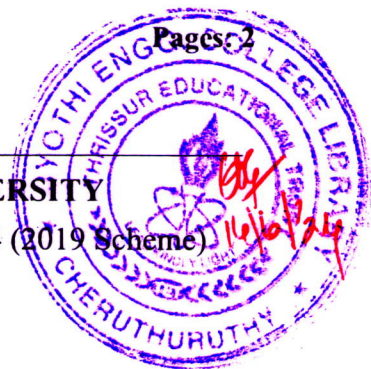


Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Second Semester B.Tech Degree (R, S) Examination May 2024 (2019 Scheme)

**Course Code: HUN 102****Course Name: PROFESSIONAL COMMUNICATION (Common to all programs)**

Max. Marks: 50

Duration: 2 Hours

PART A*Answer all Questions.*

Marks

1 Find the misspelt words from each set of words given here.**(4)**

- a) argument, argumant, arguemant, arguemint
- b) comitment, comitmmment, commitment, comitmant
- c) consensus, concensus, consencus, consensuss
- d) depentant, depindant, dependent, dependunt

2 Write the definition of the compound words of the following**(3)**

- a) living room
- b) life jacket
- c) fingerprint
- d) gentleman
- e) runner-up
- f) mind-blowing

3 Fill in the blanks with suitable form of the words given in brackets**(4)**

[The, weighing, the, by, after, because, also, in]

On May 20, 1818, the British explorer Sir Stamford Raffles, reported the finding of a giant flower----(a)-----Sumatra. It was named Rafflesia----- (b)----- him. Measuring almost a metre across and -----(c)----- up to eleven kilograms, the Rafflesia is ----(d)----- world's largest flower. It is ----(e)--- - called 'Stinking Lily' ----(f)----- of the unpleasant smell it emits. ----(g)----- people who have been fortunate to see it, inform that they were overcome --- (h)--- its beauty.

- 4 **Complete the sentence as directed** (4)
- a) The girls have collected the books (Change into passive voice)
 - b) The meals will have been taken by him (change into active voice)
 - c) He says, "I am glad to be here in this evening" (change into Indirect speech)
 - d) The doctor told me to stay in bed for a few days. (change into direct speech)

PART B

Answer all questions

- 5 Explain SQ3R method and PQRS method (6)
- 6 Differentiate between Group discussion and Debate (4)
- 7 What are the barriers to effective listening? (4)
- 8 (a) Explain Interview etiquette (4)
- (b) What are the different types of interviews (3)
- 9 Differentiate Bio-Data, CV and Resume (6)
- 10 What are the differences between technical writing and literary writing (3)
- 11 Explain the structure and types of report (5)
