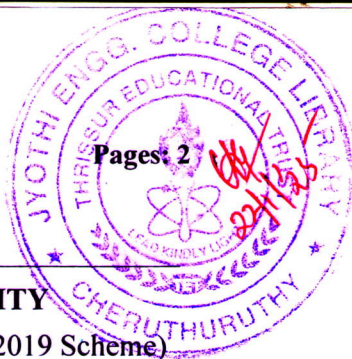


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Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

B.Tech Degree S1 (S, FE) S2 (S, FE) Examination December 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 **Identify the sequence words from the following passage given below** (5)

Last week, I visited Chicago to attend a meeting. While I was there, I decided to visit the Art Institute of Chicago. To start off, my flight was delayed. Next, the airline lost my luggage, so I had to wait for two hours at the airport while they tracked it down. Unexpectedly, the luggage had been set aside and forgotten.

- 2 **Identify the suitable verbal analogy from the bracket** (4)

- a) open: close::give:-----
[send/change/take/arrange]
b) decoration: beautify::movie:-----
[cook/entertain/drive/read]
c) sad: cry::cloudy:-----
[sun/happy/dance/rain]
d) lion: jungle::whale:-----
[forest/sky/ground/ocean]

- 3 **Complete the sentence as directed** (4)

- a) They said," We haven't got a key." [change into indirect speech]
b) The young man asked me which way she had gone. [change into direct speech]
c) They can't repair my watch. [change into passive voice]
d) This place had been left by me before he came.[change into active voice]

- 4 **Define the following compound words** (2)

- a) Grandmother
b) Full moon

PART B

Answer all questions

- 5 Explain OSS communities. (6)
- 6 What are the stages of critical reading? (5)
- 7 What is speed reading? (4)
- 8 Explain presentation skills (5)
- 9 What are the different types of listening? (5)
- 10 How to prepare a minute? (5)
- 11 Write a Cover letter to the Public relation Officer for a Job Application to the post of HR manager in a reputed firm in Mumbai. Write the letter in 125-150 words (5)
