

Code : 241105

B.Tech 1st Semester Exam., 2015

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory.

1. Give one-word substitution for the following (any six) : $2 \times 6 = 12$
- (a) The whole mass of air surrounding the earth
- (b) One who is not sure of the existence of God
- (c) One who does something not professionally but for pleasure
- (d) A statement open to more than one interpretation
- (e) The science that studies plants

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- (f) A person with a long experience of any occupation
- (g) To send out of one's native country *Expatriate*
- (h) Exclusive possession of the trade in some commodity
- (i) The act of violating the sanctity or destroying the property of a sacred place **akubihar.com**
- (j) An ordinary and commonplace remark

2. Answer any three of the following : $4 \times 3 = 12$

- (a) What is a memorandum? List its importance.
- (b) What is the importance of a business letter?
- (c) Discuss on the methods of reading.
- (d) What is a circular? Why is it required?
- (e) Differentiate between combination and functional types of resume.

(Continued)

Answer any *three* of the following : $12 \times 3 = 36$

3. Discuss the importance of listening and the factors affecting listening.
4. Assuming that you have the requisite credentials, draft a job application letter in response to the following advertisement :
Wanted a Plant Manager (Operations) at our new factory in Ghaziabad, UP. Engineering graduates with minimum 5 years experience in manufacturing industries as Plant Managers can apply. Salary is negotiable. Apply with particulars to Box 650, The Hindu, Chennai—600004 latest by 10th of October, 2015. **akubihar.com**
5. What is a group discussion? Discuss different techniques of group discussion.
6. "Communication is as essential for a business concern as blood and breathing are for life." Do you agree? Explain.
7. What is a report? Discuss different types of report.

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