

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
(FN Session)

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) | | | | | | | | |
| | <ul style="list-style-type: none"> a) Defendant, defendant, difendent, defandent b) Assumption, assumption, assumption, accumption c) Appreciation, appreciation, appreciation, appreciation d) Superintendent, superantendant, superintendent, superintendent | | | | | | | | | |
| 2 | Write the definition of the compound words of the following. | (3) | | | | | | | | |
| | <ul style="list-style-type: none"> a) Swimming pool b) Paddle boat c) Neck tie d) Black bird e) Foot print f) Sunset | | | | | | | | | |
| 3 | In each of the following sentences there are two blank spaces. Find out which pair of words from the options can be filled up in the blanks in the sentence in the same sequence to make the sentence meaningfully complete. | (5) | | | | | | | | |
| | <ul style="list-style-type: none"> i. A committee has been ----- to ----- the transformation of the city into an International Finance Center. <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">a) Constituted, convert</td> <td style="width: 50%;">c) Convergent , evaluate</td> </tr> <tr> <td>b)appointed, oversee</td> <td>d)inaugurated, determent</td> </tr> </table> ii. Keeping in mind the ----- to develop the sector the Govt has ----- solicited foreign investment. <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">a) Importance, never</td> <td style="width: 50%;">c) objective, wanted</td> </tr> <tr> <td>b) proposal, forcibly</td> <td>d) need, actively</td> </tr> </table> iii. In his speech he vowed to ----- the four billion unbanked individuals across the world into the ----- of financial inclusion. | a) Constituted, convert | c) Convergent , evaluate | b)appointed, oversee | d)inaugurated, determent | a) Importance, never | c) objective, wanted | b) proposal, forcibly | d) need, actively | |
| a) Constituted, convert | c) Convergent , evaluate | | | | | | | | | |
| b)appointed, oversee | d)inaugurated, determent | | | | | | | | | |
| a) Importance, never | c) objective, wanted | | | | | | | | | |
| b) proposal, forcibly | d) need, actively | | | | | | | | | |

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|----------------------|------------------|
| a) Represent, sphere | c) bring, realm |
| b) Target, area | d) convince, era |
- iv. Although he puts in ----- of overtime and takes few holidays, he ---- cannot support his family.
- | | |
|------------------------|-------------------|
| a) Sufficient, however | c) Plenty, still |
| b) Lot, besides | d) Frequency, yet |
- v. They have been ----- on incentives to ----- these practices are implemented at grass root level.
- | | |
|----------------------|--------------------------|
| a) Relying, ensure | c) advocating, confirm |
| b) Improving, secure | d) debating, necessitate |
- 4 Complete the sentence as directed. (3)
- a) He said, " I shall go as soon as it is possible." (Change into Indirect speech)
 - b) He proposed that they should wait for the award. (Change into Direct speech)
 - c) The guard refused him admittance. (Rewrite the sentence using "Admittance.....")

PART B

Answer all questions

- 5 You are asked to make a presentation on a tough subject to 10th standard school students. Share your strategies to make your presentation interesting and effective? (4)
- a) Point out the differences between debate and group discussion? (2)
- 6 b) How body language could help you in a group discussion. Write down 6 points. (3)
- 7 Help your friend by suggesting and explain SQ3R methods and PQRS method to improve his reading skills? (6)
- 8 a) How we can develop effective listening skills? (3)
- b) How active listening plays an important role in communication? (3)
- 9 Write a letter to the HR manager of a leading company, requesting permission to do two-weeks internship at his company as a part of your academic curriculum. (6)
- 10 What are the advantages and disadvantages of telephonic or video interviews? (5)
- 11 a) What is technical communication. (1)
- b) What are the different types of reports? (2)
