

Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Second Semester B.Tech Degree Examination June 2022 (2019 scheme)

Course Code: HUN102

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. | (3) |
| | 1) a) acomodate b) accomodate c) accomodate d) accommodate | |
| | 2) a) deductible b) deductable c) deductuble d) deductabe | |
| | 3) a) license b) licence c) licens d) lisence | |
| 2 | Write the definition for the following compound words. | (1) |
| | a) Wild life b) Son-in- law | |
| 3 | Write the correct sequence words and fill in the blanks.
(First, Next, Then, Finally, First, After that) | (6) |
| | a. _____, I heard a loud boom. _____, the lights went out.
_____ I tried to use my TV, but it was dead. I wondered what
was happening. _____, I realized I had forgotten to pay my
electricity bill. | |
| | b. Let me tell you about how terrible last night was. _____, I lost
my wallet. I was so upset I almost cried. _____, I spilled a drink
on my favourite shirt. The night got even worse. | |
| 4 | Find the error in the sentences given below. | (1) |
| | He drank once again (a)/ as he was (b)/ feeling thirsty (c)/ No error (d) | |
| 5 | Write down two numerical adjectives and use it in a sentence | (2) |
| 6 | Rewrite as directed. | (2) |
| | a) She said: "They had left the place when I arrived"
(Change into indirect speech.) | |
| | b) A sound outside woke us all up
(Change the voice) | |

PART B

Answer all questions

- 7 What is reading and what are the four kinds of reading styles. When these styles are used? (6)
- 8 a) Differentiate Group Discussion (GD) and debate (3)
b) Explain the etiquettes one must follow in GD? (4)
- 9 a) Differentiate between active and passive listening. (3)
b) List the barriers in listening (3)
- 10 You need to make a Project presentation as a part of your internal evaluation. (4)
What preparation do you need to make for presenting visuals effectively?
- 11 What is a report? Explain its structure and types. (6)
- 12 You are required to apply for a job and submit your details to a firm. In what context you decide to submit a CV or Biodata or Resume. Write your answer explaining the structure of each and focusing on the differences between them. (6)
