

Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Second Semester B.Tech Degree Regular and Supplementary Examination June 2023 (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 In each of the following questions, find the correctly spelt word. (4)
- a) a) Accidentally b) Acidentally c) Accidentaly d) Accedentially
 b) a) Mischievvis b) Misschievious c) Mischievous d) Mischivious
 c) a) Voluntiers b) Volenteers c) Volunteers d) Volantiers
 d) a) Nuisance b) Nuisense c) Nooisense d) Nooisance
- 2 Choose the right answer. (3)
1. TEN: DECIMAL
 a. SEVEN: SEPTET c. TWO: BINARY
 b. FOUR: QUARTET d. FIVE: QUINCE
2. ARMY: LOGISTICS
 a. BUSINESS: STRATEGY c. WAR: LOGIC
 b. SOLDIER: STUDENTS d. TEAM: INDIVIDUAL
3. CORPOREAL: SPIRITUAL
 a. MESA: PLATEAU c. FOREIGNER: IMMIGRANT
 b. MORON: SAVANT d. PEDAGOGUE: TEACHER
- 3 Fill in the blanks with suitable form of the words given in brackets. (4)
- [because, really, is, laugh, at, too, interesting, should]
- One of my favorite vacation places (a) ___ Mexico. I really like the weather there (b) _____ it never gets cold. The people are very nice too. They never (c)____ at my bad Spanish. The food is (d)___ good. Mexico City is a very (e)_____ place to visit. It has some great museums and lots of fascinating old buildings. The hotels are (f) _____ expensive to stay but there are more affordable options. For example, you can stay (g) __ one of the beach resorts like Acapulco.

If you are planning to visit Mexico, you (h)_____ definitely see the Mayan temples near Merida.

- 4 Complete the passage using “was/were’ in the blanks. Write the answer in your answer book against the correct blank number. (4)

Last summer I visited London. The voyage by plane a) _____ long and tiring. I b) _____ surprised by the size of Heathrow Airport. There c) _____ many people. My friend d) _____ waiting to receive me. In a few minutes we e) _____ in a cab. The city f) _____ fantastic. I g)_____ perplexed by the posh cars and shops in the city. There h) _____ many people walking down the streets.

PART B

Answer all questions

- 5 Differentiate active listening and passive listening. (4)
- 6 a) Describe in detail the basic elements of an effective presentation. (4)
b) Explain Brain storming. (2)
- 7 Bring out the differences among CV, Resume and Biodata. (6)
- 8 a) What are the different types of reading styles? (2)
b) Explain different techniques for speed reading. (4)
- 9 Write a letter to your Principal to grant you permission to attend a seminar on Climate Change at IIT Madras. Give all the information regarding the programme and benefits of attending the same. (6)
- 10 Explain various Note making strategies. (3)
- 11 Explain any two types of interview. (4)
