

Reg No.: \_\_\_\_\_

Name: \_\_\_\_\_

**APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**  
Second Semester B.Tech Degree (R, S) Examination May 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 <b>Find the misspelt words from each set of words given here.</b>           | (4)   |
| a) argument, argumant, arguemant, arguemint                                   |       |
| b) comitment, comitment, commitment, comitmant                                |       |
| c) consensus, concensus, consencus, consensuss                                |       |
| d) depentant, depindant, dependent, dependunt                                 |       |
| 2 <b>Write the definition of the compound words of the following</b>          | (3)   |
| a) living room  |       |
| b) life jacket  |       |
| c) fingerprint  |       |
| d) gentleman  |       |
| e) runner-up  |       |
| f) mind-blowing   |       |
| 3 <b>Fill in the blanks with suitable form of the words given in brackets</b> | (4)   |
| [The, weighing, the, by, after, because, also, in]                            |       |

On May 20, 1818, the British explorer Sir Stamford Raffles, reported the finding of a giant flower----(a)-----Sumatra. It was named Rafflesia----- (b)----- him. Measuring almost a metre across and -----(c)----- up to eleven kilograms, the Rafflesia is -----(d)----- world's largest flower. It is -----(e)--- - called 'Stinking Lily' -----(f)----- of the unpleasant smell it emits. -----(g)----- people who have been fortunate to see it, inform that they were overcome --- (h)--- its beauty.

- 4 **Complete the sentence as directed** (4)
- a) The girls have collected the books (Change into passive voice)
  - b) The meals will have been taken by him (change into active voice)
  - c) He says, "I am glad to be here in this evening" (change into Indirect speech)
  - d) The doctor told me to stay in bed for a few days. (change into direct speech)

**PART B**

*Answer all questions*

- 5 Explain SQ3R method and PQRS method (6)
- 6 Differentiate between Group discussion and Debate (4)
- 7 What are the barriers to effective listening? (4)
- 8 (a) Explain Interview etiquette (4)
- (b) What are the different types of interviews (3)
- 9 Differentiate Bio-Data, CV and Resume (6)
- 10 What are the differences between technical writing and literary writing (3)
- 11 Explain the structure and types of report (5)

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