

Q.22 What is a resume? Give any three guidelines for writing a resume. (CO4)

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 Draft a circular announcing a clearance sale at a shoes company outlet. (CO3)

Q.24 Write a memo to an employee for shading him to be punctual for his duties. (CO3)

Q.25 Write a letter to the General Manager of state Electricity Board about non-functioning of streetlights of your colony. (CO3)

No. of Printed Pages : 4

212841

Roll No.

4th Sem / Automation & Robotics Subject:- English & Communication Skills- II

Time : 3Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 The term non-verbal means _____ (CO2)

- a) With words b) Without words
- c) Without signs d) Notice

Q.2 Select the correct meaning of following idiom: A snake in the grass (CO1)

- a) A very poisonous snake
- b) A secret agent
- c) An unrecognizable enemy or danger
- d) Unfaithful friend

Q.3 Business letters includes the following:- (CO3)

- a) Interview letter
- b) Letters of inquiry and replies
- c) Letters of claim / Complaints
- d) All of the above

Q.4 What is the full form of e-mail? (CO2)

- a) Elegant mail b) Elementary mail
- c) Elaborated mail d) Electronic mail

Q.5 Reading skill involves _____. (CO1)

- a) Inferencing b) Guessing
- c) Predicting d) All of these

Q.6 Methods of writing communication _____. (CO2)

- a) Report b) Orders
- c) Letters d) All of the above

SECTION-B

Note: Objective type questions. All questions are compulsory. (6x1=6)

Q.7 What is the full form of 'CC' used in e-mail? (CO2)

Q.8 Fill in the blank: Those tablets are really _____.
My headache is much better now. (effective / efficient) (CO1)

Q.9 Fill in the blank: That ideas has been _____ for years. (dead/ died) (CO1)

Q.10 _____ is used for joining other words, phrases or sentences. (CO1)

Q.11 Punctuate the following sentence: her birthday is in january (CO1)

Q.12 Punctuate the following sentence: hurrah we have won the match (CO1)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 How intensive reading is different from extensive reading? (CO1)

Q.14 Describe 7C's of effective communication. (CO2)

Q.15 Explain video conferencing. (CO2)

Q.16 How to prepare and deliver a good presentation? (CO4)

Q.17 Fill preposition in the following sentences:- (CO1)

- a) You are invited _____ lunch.
- b) He is suffering _____ fever.
- c) He has no love _____ music.
- d) The lion jumped _____ the well..

Q.18 Use conjunction in the following sentences:- (CO1)

- a) Both Rita _____ Mohini are good friend.
- b) Wisdom is better _____ rubies.
- c) _____ you work hard, you will fail.
- d) He can _____ run _____ Swim.

Q.19 What are the characteristics of a good press release? (CO3)

Q.20 What are the barriers in effective speaking? (CO2)

Q.21 What is the message of the story "The Bet"? (CO1)