

**BT-103 (GS)**  
**B.Tech., I & II Semester**  
 Examination Model Paper, July 2024  
**Grading System (GS)**  
**English for Communication**  
*Time : Three Hours*

Maximum Marks : 70

Note : i) Attempt any five questions.

ii) All questions carry equal marks.

1.a) Do as directed:

- (i) Rama gave Hari good \_\_\_\_\_ (advice/advise).
- (ii) \_\_\_\_\_ Netherlands is a beautiful country.  
(Use correct article)
- (iii) He could solve the problem. (change the voice)
- (iv) He said to me, "What are you doing?"  
(Change into indirect speech)
- (v) Lots of vehicles are moving \_\_\_\_\_ the circle. (Insert appropriate preposition)
- (vi) Correct the sentence by using appropriate form of verb : you will achieve professional success if you will be able to communicate effectively.
- (vii) I am liking this new office cabin design.  
(Identify the error in this sentence and correct them)

2.a) What are the techniques for improve reading comprehension?

[2]

- b) What are the differences between Dictionary and Thesaurus.
- 3.a) What do you understand by non-verbal communication? Give examples. 7
- b) Describe the process of communication, indicating clearly the role of each constituent elements. 7
- 4.a) Write the structure of formal report. Discuss the various elements of a formal report. 7
- b) Write a report on fire accident occurred in drug industry. 7
- 5.a) Differentiate between (a) Quotation and tender (b) Precise writing and precis. 7
- b) What is the difference between 'Resume' and 'Curriculum vitae' ?
- 6.a) Discuss the features of an effective e-mail. Also discuss their advantages and limitations. 7
- b) As head of the organizing team, draft a notice to be circulated among students inviting their participation in cultural events.
- 7.a) Briefly explain the types of essay writing with examples. 7
- b) Write a letter to your father describing about your college life. 7
8. Write short notes of the following. (Any two) 14
  - i) Report of trouble
  - ii) Progress report
  - iii) Laboratory report

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**Sadhu Singh**



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