

Register No.: ..... Name: .....

**SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)**

(AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, THIRUVANANTHAPURAM)

**SECOND SEMESTER B.TECH DEGREE EXAMINATION (Regular), JULY 2022****(2020 SCHEME)**

Course Code : 20HUN102

Course Name: Professional Communication

Max. Marks : 50

Duration: 2 Hours

**PART A***(Answer all questions. Each question carries 2 marks)*

1. Identify the correct spelling of the following words  
A) 1) Manoeuvre. 2) Manouvre 3) Manouvere 4) Manuevr  
B) 1) Embarass 2) Embbaras 3) Embarras 4) Embarrass  
C) 1) chaoffeur 2) chauffeur 3) chauffeour 4) chauffeur  
D) 1) Surviellance 2 Surveilence 3) Surveillance 4) Surrveilance

(0.5\*4= 2 marks)

2. Expand and explain SWAYAM.
3. Write a note on the importance of note making.
4. Differentiate between intensive reading and extensive reading.
5. Mention any four basic tips to perform in a GD.
6. Differentiate between Group Discussion and debate.
7. Explain active and passive listening.
8. Write a brief note on TED talks.
9. Discriminate between technical and literary writing.
10. How do you prepare the minutes of a meeting?

**PART B***(Answer one full question from each module, each question carries 6 marks)***MODULE I**

11.
  - a) John and his brother (**is /are**) playing football.
  - b) Aryan (**do not/does not**) like to play basketball.
  - c) Either of you (**have/has**) stolen the book.
  - d) The novel, including all the essays (**take/takes**) about two hours to read. (6)
  - e) They (**eat/eats**) lunch together every day.
  - f) The players as well as the coach (**want/wants**) to win.

**OR**

12. Make reported speech. Start all your answers with 'she' (6)

- a) "Don't do it!"
- b) "I'm leaving tomorrow."
- c) "Please get me a cup of tea."
- d) "She got married last year."
- e) "Where do you live?"
- f) "How often do you play sport?"

**MODULE II**

13. Differentiate between SQ3R method and PQRST method. (6)

**OR**

14. Write a note on skimming and scanning (6)

**MODULE III**

15. How to prepare for a presentation? (6)

**OR**

16. Imagine you are attending a group discussion on the topic "Role of media in the society", what would be the points you would like to add for the GD. (6)

**MODULE IV**

17. Elaborate on the different types of interviews. (6)

**OR**

18. Mention any six barriers of effective listening. (6)

**MODULE V**

19. Write a letter to the editor of a newspaper mentioning about the problems caused by the poor waste disposal in your locality (6)

**OR**

20. You witnessed a program performed by differently-abled persons on Zee TV. You were very much impressed by their performance and were emotionally touched. Highlighting their talent, the reaction of the judges to their performance etc., prepare a report for your school magazine. You are Sangeet/ Sangeetha, Student Editor of the magazine (6)

\*\*\*\*\*