

Register No.: Name:

SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)

(AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, THIRUVANANTHAPURAM)

SECOND SEMESTER B.TECH DEGREE EXAMINATION (S, SEPT 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. What are repositories?
2. Fill in the blanks with suitable conditionals: (1*2=2)
 - a) If I were you, I(dismiss) him right away.
 - b) If I had known, I(help)
3. What is speed reading?
4. Explain the importance of critical reading.
5. Differentiate Group Discussion and a debate.
6. Explain any two types of Group Discussion.
7. Differentiate active and passive listening.
8. Differentiate listening for specific content and listening for general content.
9. Correct the errors in the given sentences: (1*2=2)
 - a) Since the new market opened, I had done my shopping there.
 - b) Salsa was went to Singapore last Monday.
10. Differentiate literary and technical style.

PART B

(Answer one full question from each module, each question carries 6marks)

MODULE I

11. a) What is Plagiarism? How can one avoid it? (4)
- b) What are MOOCs? (2)

OR

12. a) Fill in the blanks with correct subject verb agreement: (1*3=3)
 - i. John and his brother (is/are) playing football. (3)
 - ii. Aryan (do not/does not) like to play basketball.
 - iii. Either of you (have/has) stolen the book.

- b) Change these sentences in active voice to passive voice. (1*3=3)
- i. Anna opened the window (3)
 - ii. We have done our homework.
 - iii. John collects money.

MODULE II

13. Explain note making and its types. (6)

OR

14. What is reading? Explain PQRS method of reading. (6)

MODULE III

15. Explain the dos and don'ts of a Group Discussion. (6)

OR

16. Your friend is preparing for a presentation. Provide him the necessary tips for a successful presentation. (6)

MODULE IV

17. How to prepare for a successful job interview? (6)

OR

18. a) How to listen actively? (3)
b) Explain any 3 types of interviews (3)

MODULE V

19. You are an engineering graduate awaiting a job. Write a job application letter to ABC company that is inviting application to the post of junior engineer. (6)

OR

20. a) Differentiate bio data, CV and resume (3)
b) What is the structure of a report? (3)
