

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

## SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)

(AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, THIRUVANANTHAPURAM)

**SECOND SEMESTER B.TECH DEGREE EXAMINATION (R,S), MAY 2024**

(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 is plagiarism?
2. What is 'Minutes' of a meeting?
3. What is brainstorming?
4. What is tone of a speech and how is it important?
5. What is speed reading?
6. What makes reading a critical one?
7. Give four interview etiquettes.
8. Choose the correct word from the brackets:
  - a. .... the mentioned matter, they introduced a new theme in the meeting. (beside, besides)
  - b. Ninav ..... the cat. (tripped on, tripped over)
9. How is passive listening different from intensive listening?
10. What are the differences between Resume and Biodata?

### PART B

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

#### MODULE I

11. a) The students says that the exams were difficult (**Correct the sentence**) (1)
- b) The plates, which were brought from abroad, are expensive (**Write down the embedded clause**). (1)
- c) The gardener prunes the greenery in the garden.(**Change the sentence into passive voice**) (1)
- d) Any person can take the key and open the club once they come. (**Write the numerical adjective of the sentence**) (1)
- e) The forth child in the que was very interesting. (**Correct the misspelt words**) (1)
- f) What is MOOC? (1)

**OR**

12. a) What are the differences between summarizing and paraphrasing? (3)
- b) Write an email to a friend asking him or her to revisit their school. (3)

**MODULE II**

13. a) Describe SQ3R method (3)  
b) Describe PQRS method (3)

**OR**

14. a) Describe major things to be noted in Note making. (3)  
b) What is reading? Explain two types of reading. (3)

**MODULE III**

15. What is Group discussion? Write a group discussion on the topic, "Challenges of Education in a Post- Covid scenario". (6)

**OR**

16. a) What are the differences between Group discussion and Debate? (3)  
b) Give a note on three things to be noted while doing the presentation. (3)

**MODULE IV**

17. What are the barriers to effective listening? (6)

**OR**

18. Write an interview to select an HR executive in a reputed company. (6)

**MODULE V**

19. Write a letter to the principal requesting for a duplicate ID card. (6)

**OR**

20. Prepare minutes of the preparatory meeting of Arts Fest of the college. (6)

\*\*\*\*\*