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Register No.: Name: SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS) (AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY, THIRUVANANTHAPURAM) SECOND SEMESTER B.TECH DEGREE EXAMINATION (Supplementary), December 2021 **Course Code:** 20HUN102 Course Name: PROFESSIONAL COMMUNICATION Max. Marks: **Duration: 2 Hours** 50 PART A (Answer all questions. Each question carries 2 marks) CO 1. Change into passive voice a) The students are making all the reservations. [1] b) He had delivered the letters 2. Find out the error in each of the following sentences, if there is no error, answer is (E). Avoid punctuation mistakes (if any). 1 (A) If Joe had seen his father, / (B) he would have /(C) stopped his car / [1] (D) and come to him. / (E) No error 2 (A) If both of/(B) you hit / (C) the wooden box / (D) it would have broken. / (E) No error 3. What are the four types of reading styles? [2] 4. "Critical reading goes beyond just understanding a text". Substantiate the statement [2] 5. Explain the three important steps of oral presentation. [3] 6. "Brainstorming is a technique for triggering creativity". Explain [4] 7. What are the different types of listening? [5] 8. What are the barriers to effective listening? [5] 9. Differentiate technical and literary writing styles. [6] 10. How an analytical report differs from an informative report? [6]

PART B

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

MODULE I

11.	a) As the Personnel Manager of a multinational firm, draft an email to	СО	Marks					
	be sent to those candidates who were not selected in the interview for the post of software engineer.	[6]	(3)					
	b) Verbal analogies: 1) Reflection: light:: A) Movie: scene B) Echo: sound C) Sentiment: feeling D) Iris: sight	[1]	(3)					
	 A) Perform: timid B) Guard: alert C) Decide: shrew D) Read: knowledgeable 3) Antibiotic: infection:::							
	A) Antibody: braiseB) Antidote: poisoningC) Purgative: eatingD) Anticlimax: episode							
OR								
		CO	Marks					
12.	Your college has recently organized a science symposium on the topic: "Coexisting with Covid -19". Write a report on the event for your college magazine.	[6]	(6)					
MODULE II								
13.	What is the importance of note taking? Explain the various Note taking techniques.	CO [2]	Marks (6)					
	OR							
14.	Explain the PQRST method of study reading strategy.	CO [2]	Marks (6)					
MODULE III								
15.	a) What are the main differences between a GD and a Debate?b) What are the DO's and DON'Ts in a GD?	CO [4] [4]	Marks (3) (3)					

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OR

16. a) "Group discussions are widely used as a personality test for evaluating candidates and students". Check the authenticity of the statement given b) Identify the non- verbal cues: a) Drumming fingers/tapping foot b) Head resting in hands with eyes looking down c) Raised eyebrows MODULE IV CO Marks: 17. a) Explain the different types of interviews. [4 (3) b) Differentiate active and passive listening process. [5] (3) OR CO Marks: NODULE V What is meant by interview etiquette? What are the basic etiquettes to be followed while appearing for an interview? MODULE V MODULE V CO Marks: 18. What is meant by interview etiquette? What are the basic etiquettes to be followed while appearing for an interview? MODULE V CO Marks: 19. a) Differentiate CV and resume [6] (3) b) What are the benefits of keeping minutes? [6] (3)			O.K					
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