

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: 50**

**Duration: 2 Hours**

### 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 / (D) and come to him. / (E) No error [1]
  - 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

	<b>CO</b>	<b>Marks</b>
11. a) As the Personnel Manager of a multinational firm, draft an email to be sent to those candidates who were not selected in the interview for the post of software engineer.	[6]	(3)
b) Verbal analogies :	[1]	(3)
1) Reflection: light:: ..... : ....		
A) Movie : scene		
B) Echo : sound		
C) Sentiment : feeling		
D) Iris : sight		
2) Exercise: strong :: ..... : .....		
A) Perform : timid		
B) Guard : alert		
C) Decide : shrew		
D) Read : knowledgeable		
3) Antibiotic: infection:: ..... : .....		
A) Antibody : braise		
B) Antidote : poisoning		
C) Purgative : eating		
D) Anticlimax : episode		

## OR

	<b>CO</b>	<b>Marks</b>
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

	<b>CO</b>	<b>Marks</b>
13. What is the importance of note taking? Explain the various Note taking techniques.	[2]	(6)

## OR

	<b>CO</b>	<b>Marks</b>
14. Explain the PQRST method of study reading strategy.	[2]	(6)

## MODULE III

	<b>CO</b>	<b>Marks</b>
15. a) What are the main differences between a GD and a Debate?	[4]	(3)
b) What are the DO's and DON'Ts in a GD?	[4]	(3)

OR

		<b>CO</b>	<b>Marks</b>
16.	a) "Group discussions are widely used as a personality test for evaluating candidates and students". Check the authenticity of the statement given	[4]	(3)
	b) Identify the non- verbal cues :		
	a) Drumming fingers/tapping foot	[3]	(3)
	b) Head resting in hands with eyes looking down		
	c) Raised eyebrows		

## MODULE IV

		<b>CO</b>	<b>Marks</b>
17.	a) Explain the different types of interviews.	[4]	(3)
	b) Differentiate active and passive listening process.	[5]	(3)

OR

		<b>CO</b>	<b>Marks</b>
18.	What is meant by interview etiquette? What are the basic etiquettes to be followed while appearing for an interview?	[4]	(6)

## MODULE V

		<b>CO</b>	<b>Marks</b>
19.	a) Differentiate CV and resume	[6]	(3)
	b) What are the benefits of keeping minutes?	[6]	(3)

OR

		<b>CO</b>	<b>Marks</b>
20.	Imagine that you are applying for the post of a Junior Engineer at ABC Organization. Prepare a cover letter for the same.	[6]	(6)

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