



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal-500043, Hyderabad

B.Tech I SEMESTER END EXAMINATIONS (REGULAR) - FEBRUARY 2024

Regulation: BT23

PROFESSIONAL COMMUNICATION

Time: 3 Hours (COMMON TO AE | ME | CE | CSE (AI&ML) | IT | ECE | EEE) **Max Marks: 60**

Answer ALL questions in Module I and II

Answer ONE out of two questions in Modules III, IV and V

All Questions Carry Equal Marks

All parts of the question must be answered in one place only

MODULE – I

1. (a) Summarize soft skills and hard skills in the context of professional development. Discuss the importance of soft skills specifically for engineers. [BL: Understand| CO: 1|Marks: 6]
- (b) A team member is consistently late with project submissions, causing delays in the overall timeline. How would you address the issue with the team member while maintaining a positive working relationship and motivating them to meet deadlines?[BL: Understand| CO: 1|Marks: 6]

MODULE – II

2. (a) "Public speaking often requires structured talks". Discuss the importance of exposing individuals to well-organized presentations and its role in developing effective public speaking skills. [BL: Understand| CO: 2|Marks: 6]
- (b) Analyze the role of power point slides in oral presentations. How can speakers use visual aids to complement and reinforce their spoken message, and what are the best practices for incorporating slides into presentations? [BL: Understand| CO: 2|Marks: 6]

MODULE – III

3. (a) Provide examples of prepositional phrases and how they contribute to sentence structure and meaning? [BL: Understand| CO: 3|Marks: 6]
- (b) Identify the error and correct the following sentences:
 - i) The children was playing in the Giant's garden.
 - ii) I saw Richard when I'm on the flight.
 - iii) The sweets were distributed between all the children.
 - iv) If I was a bird, I would fly
 - v) Ronald is married with Jennifer.
 - vi) I'll stay here to next month.
 - vii) The man shot the bird by a gun [BL: Understand| CO: 3|Marks: 6]
4. (a) Elaborate a recent event using present perfect tense. How does it relate to your current circumstances? [BL: Understand| CO: 4|Marks: 6]
- (b) Write the meanings of the following phrases and idioms.
 - i) Penny for your thoughts

- ii) A piece of cake
- iii) Have a blast
- iv) Judge a book by its cover
- v) Kill two birds with one stone
- vi) A blessing in Disguise
- vii) Adding insult to injury

[BL: Understand| CO: 4|Marks: 6]

MODULE – IV

- 5. (a) Write a note on the active reading, detailed reading, and speed-reading techniques used in different situations. [BL: Understand| CO: 5|Marks: 6]
- (b) Elaborate skimming and explain its importance in quickly grasping the main ideas of a text and Describe scanning and its application for locating specific information within a text efficiently. [BL: Understand| CO: 5|Marks: 6].
- 6. (a) What are the conventions and etiquette of professional email writing? Compare and contrast intensive reading with extensive reading [BL: Understand| CO: 5|Marks: 6]
- (b) Elucidate how extensive reading contributes to vocabulary expansion and language proficiency. [BL: Understand| CO: 5|Marks: 6]

MODULE – V

- 7. (a) Discuss the importance of clear organization, accurate data presentation, and formal language in report writing. [BL: Understand| CO: 6|Marks: 6]
- (b) As a member of your residential society, write an email to the inspector of local police station, Mr.Sharma, informing him about miscreants who ride their bikes rashly every evening outside your society. Sign the email as John. [BL: Understand| CO: 6|Marks: 6]
- 8. (a) Discuss strategies for crafting clear, concise, and courteous emails for various purposes, such as inquiries, requests, and further communication. [BL: Understand| CO: 6|Marks: 6]
- (b) Write a job application letter to the HR manager of TCS, Chennai for the post of system analyst. Remember to add a resume. Necessary details may be assumed. [BL: Understand| CO: 6|Marks: 6]

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