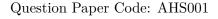
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# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

B.Tech II Semester End Examinations (Supplementary) - May, 2019

Regulation: IARE - R16

## ENGLISH FOR COMMUNICATION

Time: 3 Hours (Common to CSE | IT | ECE | EEE) Max Marks: 70

# Answer ONE Question from each Unit All Questions Carry Equal Marks of the question must be answered in one place

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

### UNIT - I

- 1. (a) How to master effective listening skills? Describe various situations in which listening skill is essential to succeed in interpersonal communication. [7M]
  - (b) What are the traits of good listeners? Enlist some tips and strategies to capture the essence of specific information. [7M]
- 2. (a) What is the importance of listening in communication?

[7M]

(b) Discuss some of the barriers that affect Listening process.

[7M]

#### UNIT - II

- 3. (a) Name a few activities that promote an individual's speaking skills. What are the basic requirements of effective oral presentation? [7M]
  - (b) Explain the difference between Verbal & Non-Verbal and Formal & Informal Communication with examples. [7M]
- 4. (a) Explain how to achieve 'confidence, clarity and fluency' to be effective speakers. Mention some examples. [7M]
  - (b) What are the common visual aids? Explain their purpose in detail.

[7M]

#### UNIT - III

5. (a) Write short notes on Skimming and Scanning.

6. (a) What are the different reading techniques?

 $[7\mathrm{M}]$ 

(b) Write short notes on Intensive and Extensive Reading.

[7M]

(b) Can reading skills help improve communication?

[7M]

### UNIT - IV

7. (a) "E-mail is an inevitable tool to business community". Explain.

[7M]

(b) Explain the role drafting effective letters. Write a letter to the Commissioner of Police appreciating him for taking a stringent action against the anti-social elements. [7M]

- (a) What is the importance of effective report writing? Write about the role of report writing in the field of Engineering. [7M](b) Explain features of effective writing in detail. [7M]UNIT - V9. (a) Give the meaning and frame a sentence for the following idioms. i) at a stone's throw ii) in black and white iii) to spill the beans iv) a herculean task [7M](b) Fill in the blanks in these sentences using the given verbs in the correct tense. [7M]1. A: We don't have wheat flour. I some on my way home this evening. (get) 2. At three o'clock tomorrow, I my exam. (write) 3. By June next year, I in this college for two years. (study) 4. you going to the party tonight. ('be' form verb) Yes. Don't worry. I you a lift. (give) 5.By 10pm tonight, I \_\_\_\_\_ my assignment. (finish) 6. She for two hours by the time the bus arrives. (wait) 10. (a) Do as directed... [7M]Complete the sentence with the correct preposition from the choices given. i. My cousin is married \_\_\_\_\_\_ a famous American (WITH, FOR, TO, FROM) ii. I am responsible \_\_\_\_\_\_training the new recruits. (AT, ABOUT, WITH, FOR) iii. Many people took advantage \_\_\_\_\_\_ the low prices offered by the new shop (OF, FOR, WITH, TO) iv. I was not quite satisfied \_\_\_\_\_\_ the exam results. (AT, FOR, WITH, ABOUT) v. The president was thankful everyone who helped in the campaign (TO, WITH, FOR, AT) Choose the one which can be substituted for the given word/sentence. i. A person who insists on something A). Disciplinarian B). Stickler C). Instantaneous D). Boaster ii. Leave or remove from a place considered dangerous A). Evade B). Evacuate C). Avoid D). Exterminate iii. A person pretending to be somebody he is not A). Magician B). Rogue C). Liar D). Imposter (b) Choose the correct synonyms for the bold words [7M]i. This toy is **inexpensive**. ii. The doctor ordered **plenty** of fresh air and exercise iii. Canny investors will switch banks if they think they are getting a raw deal.
  - i. Best of both worlds
  - ii. Don't give up the day job
  - iii. Give the benefit of the doubt

Write a sentence of your own using the following idioms: