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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**

**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. [7M]
- (b) Write short notes on Intensive and Extensive Reading. [7M]
6. (a) What are the different reading techniques? [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]

8. (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 – V**

9. (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.

Write a sentence of your own using the following idioms:

- i. Best of both worlds
- ii. Don't give up the day job
- iii. Give the benefit of the doubt

