

Reg No.: _____

Name: _____

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Second Semester B.Tech Degree Examination July 2021 (2019 scheme)

Course Code: HUN102
Course Name: PROFESSIONAL COMMUNICATION
(FN Session)

Max. Marks: 50

Duration: 2 Hours

PART A

Answer all Questions.

Marks

- 1 Find the misspelt words from each set of words given here. (4)
- a) Defendant, defendant, difendent, defandent
 - b) Assumption, assumption, assumption, accumption
 - c) Appreciation, appreciation, appreciation, appreciation
 - d) Superintendent, superantendant, superintendent, superintendent
- 2 Write the definition of the compound words of the following. (3)
- a) Swimming pool
 - b) Paddle boat
 - c) Neck tie
 - d) Black bird
 - e) Foot print
 - f) Sunset
- 3 In each of the following sentences there are two blank spaces. Find out which pair of words from the options can be filled up in the blanks in the sentence in the same sequence to make the sentence meaningfully complete. (5)
- i. A committee has been ----- to ----- the transformation of the city into an International Finance Center.
 - a) Constituted, convert
 - b) appointed, oversee
 - c) Convergent , evaluate
 - d) inaugurated, determent
 - ii. Keeping in mind the ----- to develop the sector the Govt has ----- solicited foreign investment.
 - a) Importance, never
 - b) proposal, forcibly
 - c) objective, wanted
 - d) need, actively
 - iii. In his speech he vowed to ----- the four billion unbanked individuals across the world into the ----- of financial inclusion.

- “Admittance.....”)
- PART B**
Answer all questions
- You are asked to make a presentation on a tough subject to a group of students. Share your strategies to make your presentation effective?
- 1) Point out the differences between debate and group discussion.
- 2) How body language could help you in a group discussion?
- 3) Help your friend by suggesting and explain SQ3R method to improve his reading skills?
- 4) How we can develop effective listening skills?
- 5) How active listening plays an important role in communication?
- 6) Write a letter to the HR manager of a leading company to do two-weeks internship at his company as a part of your course.
- 7) What are the advantages and disadvantages of telephone communication?
- 8) What is technical communication.
- 9) What are the different types of reports?
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