

FACULTY OF ENGINEERING**B.E II-Semester (CBCS) (Backlog) Examination, May/ June 2019****Business Communication and Presentation Skills****TIME: 3 Hours****Max. Marks: 70**

- Note:** (i) Answer all questions from Part-A and any Five questions from Part-B
 (ii) Answers to the questions of Part-A must be at one place and in the same order as they occur in the question paper
 (iii) Missing data, if any, may be suitably assumed.

PART-A (20Marks)

- a. State whether the following is TRUE of FALSE.** (1x2=2)
1. Communication brings dynamism in organizational activities and helps in attaining goals
 2. Communication doesn't increase the efficiency of employees.
- b. Choose the right option from the given choice of words** (1x2=2)
1. Conclusion in a report is
 - a. impression
 - b. investigation
 - c. belief
 - d. intuition
 2. The terms of reference for writing a specific report are given by the
 - a. writer
 - b. expert
 - c. organization
 - d. reader
- c. State whether the following are TRUE or FALSE.** (1x2=2)
- a. Minutes are not a tangible record of the meeting for its participants and a source of information for members who were unable to attend..
 - b. Minutes of meeting is important to capture the essence of the meeting.
- d. Fill in the blanks from the options given** (1x2=2)
1. _____ is the exchange of computer stored messages by electronic telecommunication.
 - a. SMS
 - b. MMS
 - c. E-mail
 - d. Attachment
 2. Methodology section in a report is presented in _____
 - a. Active Voice
 - b. Passive Voice
 - c. Present tense
 - d. Future tense
- e. Directions:**
1. Use all the Phorases/hints given (1x2=2)
 2. Minimum words should be 50 otherwise your email cannot be validated
 3. Addressing and signing should be done as given in the question.
 4. Common grammatical rules, punctuation should be according to standard English.

5. You can use your own phrases along with the phrases given.
As a former student, write an email to your professor, Mr. Sharma, thanking him for his guidance as it contributed to your overall development. Sign the email as Ram.

Outline:

Successful – Placed – grateful – help – advice- grooming-values-shaping my future – sincere-professional.

Write a short notes on the following:

(5x2=10)

- f. What is blind self and hidden self?
- g. Different styles of communication
- h. What are the tips that are to be followed in a controversial group discussion topic
- i. Scientific report
- j. Time Management

PART-B (5x10=50 Marks)

1. Write the differences between Technical and General Writing.
2. What are the different channels of communication? Explain all the channels of communication in detail.
3. What is etiquette? Discuss in detail mobile etiquette and e-mail etiquette.
4. Write a job application letter along with a suitable resume to Siri soft Solutions, Hyderabad, applying as a fresher for the position of a software engineer.
5. What is a group discussion? Discuss in detail the features of a good group Discussion.
6. Discuss organizational Group discussions in detail.
7. Write a statement of purpose as a student who aspires to study MS in Electrical Engineering Purdue University.
