THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY

IN-SEMESTER EXAMINATION (ISE-I) April, 2023

English for Professional Communication

Branch: COMP, CIVIL, CS&E, AI&DS, IOT, E&CS (Group 1)
Date: 06/04/2023
Division: A,B,C
Duration: 60 Minutes
Timing: 10 AM to 11:00 AM
Maximum Marks: 20

Instructions –

1. All questions are compulsory.
2. Assume suitable data wherever necessary and state the assumptions made.
3. Write proper question number with each answer.
4. Use of non-programmable calculators is permitted.
5. Figures to the right indicates full marks.

Q.1		**Solve any 5 out of 7 questions (2 marks each).**	Marks	CO	Learning Level
	a.	Find out the ways to overcome barriers that exist between the boss and subordinate.	02	CO1	U
	b.	Write a short note on Olfactics with suitable examples.	02	CO1	R
	c.	Differentiate between abbreviations and acronyms	02	CO2	U
	d.	Blending helps in forming a new word. Explain with examples.	02	CO2	U
	e.	Identify the sender, message, receiver, medium, channel, and feedback in the following situation.: "Abhiroop has created a YouTube Channel and within a day he received ten thousand subscribers."	02	CO1	A
	f.	Distinguish between oral and written communication.	02	CO1	U
	g.	Identify the barrier. "Madhuri developed an app which helped freshers to learn new skills but trainers stopped using the app."	02	CO1	A
Q.2		**Solve any 1 out of 2 questions (5 marks each).**			
	a.	"Clipping, Blending, and Reduplication are the ways to develop vocabulary." Explain the concepts with the help of word formation.	05	CO2	U
		OR			
	b.	Discuss cross cultural barriers and the areas it is reflected.	05	CO1	U
Q.3		**Solve any 1 out of 2 questions (5 marks each).**			
	a.	How can a manager motivate the employees with the help of grapevine communication ?	05	CO1	A
		OR			
	b.	"Confidence is the major tool for Public Speaking." Explain other essential skills required for effective public speaking.	05	CO3	A

Estd. in 2001

Laxdu Singh Charitable Trust's (Regd.)

THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY

Website : www.tcetmumbai.in

Autonomous College Affiliated to University of Mumbai
Approved by All India Council for Technical Education(AICTE) and Government of Maharashtra(GoM)

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y 2019-20
Amongst Top 200 Colleges in the Country, Ranked 193rd in NIRF India Ranking 2019 in Engineering College category
• ISO 9001:2015 Certified • Programmes Accredited by National Board of Accreditation (NBA), New Delhi
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IN-SEMESTER EXAMINATION (ISE-II) May 2023
FE (Semester-II) CBCGS-HME 2020
ENGLISH FOR PROFESSIONAL COMMUNICATION

Branch: (COMP, CIVIL, CS&E, E&CS, IOT, AI&DS (Group-1)
Div.: A B & C
Duration: 60 Minutes

Date: 24 /05 /2023
Timing: 10:00 AM to 11:00 AM
Maximum Marks: 20

Instructions –

1. All questions are compulsory.
2. Assume suitable data wherever necessary and state the assumptions made.
3. Diagrams / sketches should be given wherever necessary.
4. Use of logarithmic table, drawing instruments and non-programmable calculators is permitted.
5. Figures to the right indicate full marks.

Q.1		Solve any 5 Questions.	Marks	CO	Learning Level
	a.	Name the types of reading? Explain any one in detail.	02	CO3	U
	b.	Describe the characteristics of a good report.	02	CO4	A
	c.	Explain caution, precaution, and warning. Provide examples in relation to technical writing.	02	CO5	U
	d.	Elaborate on AIDA principle.	02	CO3	A
	e.	Write a short note on punctuation in various formats of letters.	02	CO3	A
	f.	What type of writing is often used in advertisements and commercials? Explain the type in detail.	02	CO4	A
	g.	Differentiate between instruction and description in technical writing.	02	CO5	R
Q.2.	a.	The Ever shine Textile Organization, Thakur Village, Kandivali East has decided to convene a general body meeting at 5.00 p.m. on Saturday, 17th June 2023. Some of the matters intended to discuss are financial status of the organization, new hiring, hiring brand ambassador, and other related matters. Draft the notice, agenda, and write minutes of the meeting.	05	CO4	A
		OR			
	b.	Explain in detail the structure of a technical proposal.	05	CO5	U

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IN-SEMESTER EXAMINATION (ISE-II) May 2023
FE (Semester-II) CBCGS-HME 2020
ENGLISH FOR PROFESSIONAL COMMUNICATION

Branch: (COMP, CIVIL, CS&E, E&CS, IOT, AI&DS (Group-1)
Div.: A B & C
Duration: 60 Minutes
Instructions –

Date: 24 /05 /2023
Timing: 10:00 AM to 11:00 AM
Maximum Marks: 20

1. All questions are compulsory.
2. Assume suitable data wherever necessary and state the assumptions made.
3. Diagrams / sketches should be given wherever necessary.
4. Use of logarithmic table, drawing instruments and non-programmable calculators is permitted.
5. Figures to the right indicate full marks.

Q.3	a.	As an owner of a customized boutique in Nagpur, write an enquiry letter to a wholesale material merchant in Mangaldas Market, Kalbadevi, Mumbai 400002. Invent the necessary details. (Use semi-block format).	05	CO3	A
		OR			
	b.	What are the objectives of editing? Describe the different types of editing.	05	CO4	A

Laxmi Sarafi Charitable Trust's (Regd.)

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END SEMESTER EXAMINATION, May/ June 2023

F. E. /F.T. SEMESTER II (CBCGS-HME 2020)

Branch:	COMP, CIVIL, CS&E, AI&DS, IOT, E&CS (Group 1)	Q.P. Code:	E121G1005-2
Subject:	English for Professional Communication	Duration:	2 hours
Subject Code:	HSMC 101	Max. Marks:	60

Instructions: 1. All sections are compulsory

2. Figures to the right indicate full marks.

3. Assume suitable data if necessary and state the assumptions clearly.

Section-I	Short Answer Questions (Answer any 05 questions out of 06) (Fundamental, Core Types)				(10 Marks)
Q. No.		Marks	CO	RBT Level	PI
1	Identify the barrier and sub barrier in the following situation. PERSONAL "Teacher: 'Students, why have you not submitted the report within the fortnight?' Students: 'But you asked us to submit it bimonthly!'"	2	CO1	U	9.2.1
2	Explain Critical listening with apt examples.	2	CO3	U	10.2.2
3	Distinguish between descriptive and narrative types of writing style.	2	CO3	R	9.2.1
4	Write a short note on Kinesics with suitable examples.	2	CO1	R	12.1.1
5	Differentiate between Caution and Warning with examples.	2	CO5	A	9.2.3
6	State the difference between intensive and extensive reading techniques in brief.	2	CO3	R	9.2.1
Section-II	Descriptive Answer Questions (Answer any 04 out of 06) (Descriptive, Comprehension Types)				(20 Marks)
1	Explain the word formation process of Blending and abbreviation with suitable examples.	5	CO2	A	9.2.3
2	"Public speaking requires courage." Explain the steps to follow before and during public speaking.	5	CO3	A	9.2.1
3	Explain the steps of Anchoring Script for College annual function.	5	CO6	U	9.2.1
4	Write a technical description of Microscope with Definition, Components, Diagram & Working.	5	CO5	R	9.2.3

P.T.O.

Caution: failure in device

Warning = Injury minor

1/2

5	Write a short note on Oculesics, Proxemics and Paralinguistics.	5	CO1	U	10.1.1
6	Explain the structure of a business letter giving details of mandatory elements with suitable examples.	5	CO3	R	10.1.1
Section-III Long Answer Question (Answer any 03 out of 05) (Application, Analytical, Evaluation, Design Type)				**(30 Marks)**	
1	Illustrate the following barriers to communication in detail: mechanical, physical, linguistic, personal, socio-psychological & cross-cultural.	10	CO1	U	10.1.1
2	Imagine that you are the Secretary of the staff association of your organization. At the fifth meeting of management committee of Jamnadas Departmental Stores held at 4 p.m. on 7 June 2023. Write notice, agenda, and minutes of this meeting assuming the agenda to be as follow: 1) Minutes of the last meeting. 2) Chairman's report. 3) Appointment of delivery staff. 4) Proposal for buying four delivery vans. 5) Complaints regarding the quality of potatoes and cakes 6) Any other matter with the permission of the chairman.	10	CO4	U	10.1.1
3	As the manager of a hotel in Delhi, write a letter to the General Manager of Uttam Potteries, Aliganj Road, Khurja telling him that most of the contents of the case of China which you have ordered were found broken. The cost of broken articles works out to Rs 2,200/- approximately. Demand replacement or suitable compensation. (Use Complete Block Format)	10	CO3	A	9.2.1
4	Imagine, you are given an opportunity to compere a programme at your college based on 'English language Day'. Prepare a script in about 100-150 words for compering the programme with the help of the following points. 1) Prayer/Introduction song. 2) Welcome & Introduction 3) Felicitation, speaker's introduction 4) Presidential address 5) Vote of thanks	10	CO4	A	9.2.1
5	Explain the concepts of Reduplication, Clipping, acronym and affixation with their types and suitable example.	10	CO2	U	10.1.1