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Question Paper Code: 59051

B.E. / B.Tech. DEGREE EXAMINATION, NOV 2018

Open elective

Civil Engineering

15UEN951 – SPEAK BETTER WRITE BETTER

(Common to ALL branches)

(Regulation 2015)

Duration: Three hours

Maximum: 100 Marks

Answer ALL Questions

Part-A (10x1=10 Marks)

I. Multiple choice question:

1. Where would you have the salutation?

- (a) Salutation comes at the end of letter
- (b) Salutation comes above inside address
- (c) Salutation comes in body of letter
- (d) Salutation begins in left hand margins of letter

2. While writing a business letter it is important that your letter is

- (a) Concise and direct
- (b) Concise and correct
- (c) Short and crispy
- (d) Short and direct

3. Tie the bundle with a _____.

- (a) Cord
- (b) Chord
- (c) String
- (d) None of the above

4. She is an immigrant from Sweden

- (a) Immigrant
- (b) Emigrant
- (c) Migrant
- (d) None of the above

5. It is similar ____ mine.
 (a) from (b) to (c) than (d) for
6. did you travel with?
 (a) How (b) Who (c) Whose (d) Whom
7. If I were a prince, I a palace.
 (a) 'd have (b) 'll have (c) 'd have had (d) Have
8. Is Emma Carla?
 (a) tall as (b) as tall as (c) taller that (d) more tall
9. The boat will ____ across the ocean.
 (a) sail (b) sale (c) aution (d) none of the above
10. Find the correct spelling
 (a) Pronunciation (b) Pronounciation (c) Pronunsiation (d) Pronownciation

PART – B (6 x 10= 60 Marks)

II. Answer either of the following questions.

1. Give the most appropriate expression for the questions below:

- (a) How would you (10)
1. Suggest a solution to submit without delay.....
 2. Declining to come for the party.
 3. Invite your hierarchy for your marriage.
 4. Seek permission to avail leave
 5. Express sympathy for the accident that recently met with.....
 6. Apologize for the mistake you did
 7. Regret for the sudden discrepancies happened
 8. Sympathize your friend for the unfortunate happening.....
 9. Thank your professor for making you clear the concepts.....
 10. Seek information regarding the dates of deadlines.....

Or

(b) Think of the most suitable reaction to the following phrases. (10)

1. How is it going?.....
2. It was nice meeting you.....
3. That's not good.
4. See you next month.....
5. Would you mind if I join you?.....
6. I'd be the first to congratulate you on your success.....
7. Accept an invitation in a less formal way
8. Ask about the time and place of your meeting
9. I hope to see you again.....
10. What about going out for a meal.....

2. (a) Write down a dialogue between a principal and a student for promotion to next class. (10)

Or

(b) Write a dialogue using the situation given below: (10)

Argument between a mother and a father about a major, deep, emotional wound happened because of insulting each other.

3. (a) Prepare a circular and agenda for the fine arts programme (the entire list) on 6th June 2018. (10)

Or

(b) Write a souvenir about your favorite teacher and a notice about the placement details of 2017. (10)

4. (a) Write a cover letter informing about your qualification and talents. (10)

Or

(b) Write a thanking letter for being appointed as General Manager. (10)

5. (a) You are the staff reporter of a national daily newspaper. Write a report for your newspaper on health camp that was organized. (10)

Or

(b) There was a rally organized by a youth organization against rampant corruption in the society. As a reporter of “The Hindustan Times”, write a report. (10)

6. (a) Describe the importance of business letters. (10)

Or

(b) Explain how to prepare successful presentations with example. (10)

Part-C (2 x 15 = 30 Marks)

III. Write any 2 of the essays:

1. Interesting information about Mars (as a planet).
2. The purpose of life.
3. Communication skills in the 21st Century.
4. What is your favorite quote and why?
5. What are the winning ways of success?