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Question Paper Code: 59051

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

Open elective

Civil Engineering

15UEN951- SPEAK BETTER WRITE BETTER

(Common to ALL branches)

(Regulation 2015)

Part-A (10x1=10 Marks)

I. Multiple choice question

1. An easy way for angry email reader to strike back is to attack
(a) Your type of email system (b) Your spelling and typos
(c) None of these (d) Your reputation
2. Which of these is a written message send to all, working in a same institution?
(a) Proposal (b) Memo (c) Circular (d) Letter
3. We are ___ to have him ___ here to make this function a great success.
(a) pleased, over (b) sure, come (c) delight, again (d) happy, arrive
4. The state Govt. staff ___ threatened to launch an indefinite strike from next month to ___ their demands.
(a) have, press (b) were, meet (c) did, get (d) have, press
5. It is similar ___ mine.
(a) from (b) to (c) than (d) for
6. She was responsible ___ the mess.
(a) for (b) of (c) In (d) on

7. The doctor looked at the _____ gland.
 (a) Auxiliary (b) Axillary
8. Great difficulties were _____ by the people of this country to get freedom.
 (a) Born (b) Borne
9. A knowledgeable man will always pay deference to greater men.
 (a) Deference (b) Difference
10. Find the correct spelling
 (a) Vetarinary (b) Veteninary (c) Vetinary (d) Veterinary

Part-B (6x10=60 Marks)

II. Answer all the questions given below:

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

a) How would you

1. Invite your hierarchy for a meal

2. Express sympathy for the accident that recently met with

3. Suggest a concrete time to meet

4. Seek permission to avail leave

5. Greet your close friend with surprise.....
6. Apologize for the mistake you did
7. Refuse to give permission
8. Thank your friend for the amazing gift
9. Accept the invitation to accompany them
10. Say sorry because you can't come.....

Or

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

1. How do you do?
2. Pleased to meet you.
3. That's not bad.
4. I just love your (dress).....

5. It was great to hear about
 6. I must congratulate you.....
 7. I am afraid I have a complaint to make.....
 8. Can you do me a favour?
 9. I would like to compliment you on your hair dress.....
 10. Have a good weekend.....
- 2.(a) Write down a dialogue between two university students on co-education system.

Or

- (b) Write a dialogue using the situation given below:
 Waiting for the train (bus, cab, whatever), Consoling about bad weather and commenting on passersby.
3. (a) Write the minutes of meeting held on 10th February 2018, regarding club activities in your college (including the competitions and committee) and also prepare an agenda for the programme.

Or

- (b) The given paragraph is full of spelling, punctuation, capitalization, and grammar errors. **Rewrite the paragraph correcting all the errors.**
- April 2012, 26
 The Manager Courts Electronic Store
 33 Shinn Street New York
 Dear Sir
 I am writeing to complain about the 19-inch LCD Television I brought at your stor last week. First of all, the service was vary slow. When I bring the TV home, I see that its not working. When I call your service depatment for the TV to be took back, your customer reprasentative was rude and said I'm to dum to own a TV. In fact he tole me some bad words. Finally, when I got my credit card statement, I realize that I was chaged twice for the same service. If thats' how you treat customers, then I'mteling all my Friends not to sop here!
 Yours truly
 Kevin Torres

4. (a) Write a rejection letter to the candidate who attended for the position of Sales Manager.

Or

- (b) Write a letter of withdrawal to the post of Assistant Professor attended at IIT.

5. (a) Write a report on the fine arts celebration held on 10th February 2018 at SIT.

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.

6. (a) Essential qualities of a business letters.

Or

(b) Prepare a vote of thanks speech for the conduction of symposium.

Part-C (2x15=30 Marks)

Write any 2 of the essays

1. Internet vs newspapers.
2. Life of a blind/ deaf/disabled
3. What would you change if you become Chief Minister?
4. Is it necessary to abolish death penalty?
5. How has social media impacted your life?