



7. Combine the following statement using connectives. CO4- R  
 The temperature of the gas increases. The volume of the gas increases.
- (a) therefore                      (b) however                      (c) nevertheless                      (d) yet
8. Choose the suitable meaning: CO4- R  
 Invoice
- (a) Bill                                      (b) money                      (c) cost                                      (d) list
9. I asked her what her problem was but she \_\_\_\_\_ quiet CO5- R
- (a) kept                                      (b) took                                      (c) saved                                      (d) save
10. Choose the suitable meaning: CO5- R  
 Negotiate
- (a) Agree                                      (b) connect                                      (c) saved                                      (d) list

PART – B (5 x 2= 10Marks)

11. Read the passage and fill in the blanks with suitable words given in brackets. CO1- R  
 (unlike, week, watching, together)
- Sunday is my favorite day because I spend the day watching football with my dad. On Sunday, ---1---the other days of the ---2--- when he works, my dad spends the whole day with me ---3--- football on TV. We even eat lunch ---4--- while watching.
12. Write a short note on Transcoding? CO2 -R
13. Rewrite the following conversation in the form of a reported speech: CO3- R  
 David: \_\_\_\_\_. I'm David.  
 Robert: Oh hi David, you must be Rita's brother.  
 David: Yes I am.  
 Robert: I'm Robert. Nice to meet you.  
 David: \_\_\_\_\_ Robert
14. Prepare an agenda for a Business meeting? CO4- R
15. What is a role play? CO5- R

PART – C (5 x 16= 80Marks)

16. (a) You are a Director of a Manufacturing company. A foreign delegation will soon be visiting the company. You are responsible for supervising arrangements for the visit. Write an e-mail to the Office Manager of your company. CO1- App (16)

- Saying when the delegates will arrive
- Explaining what he should show them
- Telling him the arrangements for lunch

Or

- (b) Fill in the blanks with the suitable words given in the box. CO1- App (16)

oral	seminars	brilliant	Product
deliver	academician	engineers	Business
proposal	speakers	presentation	Executive
point	student	different	sales

We may not all be professional public \_\_\_\_\_ but we may have to make a \_\_\_\_\_ at some \_\_\_\_\_ of time or the other. Whether one is a student, a professional engineer, an \_\_\_\_\_, or a business \_\_\_\_\_, one may have to make \_\_\_\_\_ presentations in front of one's colleagues or professional peers. A professional \_\_\_\_\_ may be required to make presentations in the form of progress reports, student \_\_\_\_\_, research presentations, and so on. Professionals in \_\_\_\_\_ fields, including scientists and \_\_\_\_\_, have also to make oral reports, present seminars, \_\_\_\_\_ project presentations, or present a \_\_\_\_\_ orally. Similarly, \_\_\_\_\_ executives may have to introduce a new \_\_\_\_\_ that their company has launched, to present a new \_\_\_\_\_ plan that they want others to know about, or they may just have a \_\_\_\_\_ idea that they would like to share with their colleagues.

17. (a) (i) Write a paragraph on self introduction? CO2 -U (8)  
 (ii) Bring out the important aspects of Speaking Skills. CO2 -U (8)

Or

- (b) Write briefly on the techniques of Presentation on given topic, Mini Presentation, and Group Discussion. CO2 -U (16)

18. (a) Draft an open testimonial for your Marketing Engineer who is applying for the post of the Executive Engineer to the following address: CO3- Ana (16)

The Personnel Manager,  
 Crompton Greaves Ltd.,  
 124 GB road,  
 Cochin – 634001.

Or

- (b) As a fresh graduate in Engineering you have decided to establish a manufacturing unit in your town. You wish to avail the liberalized loan facility under the self-employment scheme. Draft a proposal for the manufacture of the item of your choice, seeking loan from the State Industrial Development Finance Corporation. CO3- Ana (16)

19. (a) Write two paragraphs on improving effective written Skills in today's business scenario. CO4- U (16)

Or

- (b) Write a report on the working conditions of your workshop paying special attention to the problems that workers face. Suggest measures that should be adopted to bring about improvement. CO4- Ana (16)

20. (a) Prepare a web page for a new washing machine. CO5- U (16)

Or

- (b) Write an essay using the data given below: CO5- U (16)  
Distribution of expenditure by the Rajasthan State Council for Science and Technology

