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Question Paper Code: 50021

B.E. / B.Tech. DEGREE EXAMINATION, MAY 2017

Second Semester

Civil Engineering

15UEN201 - BUSINESS ENGLISH AND PRESENTATION SKILLS

(Common to ALL Branches)

(Regulation 2015)

Duration: Three hours

Maximum: 100 Marks

Answer ALL Questions

PART A - (10 x 1 = 10 Marks)

1. Match the employment terms with their definitions
 - (a) Incumbency - the process of giving somebody work or responsibilities that would usually be yours
 - (b) Tenure - a person who travels into a city to work each day, usually from quite far away
 - (c) Commuter - the period of time during which someone has an important job or is an elected official
 - (d) Delegation - the fact of having an official position, or the time during which someone has it
2. Write the numerical adjectives for the following phrases
 - (a) A video running for forty minutes
 - (b) A cricket match lasting three hours
 - (c) A pen drive with eight GB storage
 - (d) A book made up of fifty pages
3. Fill in the blanks with modal verbs for the meanings indicated in the brackets
 - (a) Plants _____ have sunlight in order to make food. (Necessity)
 - (b) _____ you excuse me for a moment? (Request)
 - (c) That book _____ be interesting (Assumptions)
 - (d) My father _____ carry me on his shoulders when I was a child

4. Fill in the blanks with suitable prepositions:
- The best candidate should be appointed _____ the post
 - You must abide _____ the terms of this agreement
 - He spoke to chairman _____ the phone
 - I haven't had a call from him _____ last Wednesday
5. Complete the collocation in the sentence by choosing the correct words given in brackets:
- The officer _____ (paid / had) sympathy on the manager and offered financial aid
 - The dog in our house _____ (went / kept) missing when we moved a new house
 - The champion _____ (broke / made) his earlier record in the Olympics.
 - The company _____ (made / launched) a new product in the market last month
6. Pick out any four words that are related to E-mail writing in the given passage:
- I received a lot of spam in my mail box which contains virus. From the spam I received very few mails are with the copy of attachments.
7. Combine the two sentences into one with suitable connectives
- Rahim is good at tennis. Rahim doesn't like to play tennis
 - I could not find my costly shoes. I searched all the rooms
8. Explain the following terms related to business:
- Capitalist
 - CEO
9. Rewrite the following short conversation in the form of reported speech:
- James : Can I book a double bed room for two days?
 Receptionist : Sure sir. The rent is Rs.1500 per day.
10. Fill in the blanks with suitable modal verbs given in brackets:
- He _____ take care of him before he fell ill. (could/might/must)
 - She was driving so fast that she _____ stop in time. (can't/couldn't/shouldn't)
 - The rain has stopped so you _____ put on your raincoat. (needn't/can't/couldn't)
 - We _____ take care of our parents in their old age. (may/ought to/would)

PART - B (5 x 2 = 10 Marks)

- What is the difference between formal and semi formal letter?
- Explain the process of attachment of a file in an E-mail writing.
- Define the term - Business Report.
- How do you present a summary of an article?
- Give details of the 'Receptive and Productive' skills in English.

PART - C (5 x 16 = 80 Marks)

16. (a) Read the following passage carefully and answer the questions:

All living things need food and energy to survive. The food-making and energy process for plants to survive is called photosynthesis. Plants make food and produce oxygen through photosynthesis. The process is complex but with the sun, water, nutrients from the soil, oxygen, and chlorophyll, a plant makes its own food in order to survive.

Plants are important to us. All the food that we eat comes either directly or indirectly from plants. However, the question is, what do plants eat? Well, they do not actually eat the way we do but they make their own food. The process by which this takes place is called photosynthesis.

Plants make food in their leaves. The leaves contain a pigment called chlorophyll which gives the leaves their green color. Besides chlorophyll, plants also need the light from the sun to help in its food production. Besides the sun, plants can also make food with the use of other light sources such as a light bulb. For photosynthesis to take place, plants also need carbon dioxide that is found in the air. Animals and people help in providing carbon dioxide for the plants to make food when they breathe out.

Lastly, but just as important, plants make use of their roots to absorb the nutrients found in the soil to help them make food. When all these different things are present, the plants can then make food. In the process of making food, plants release oxygen, which is beneficial to animals and people. Plants, animals and people are dependent on one another to survive, Plants provide oxygen for animals and people to breathe and animals and people provide carbon dioxide for the plants to make food.

Chlorophyll is a green chemical inside a plant that allows plants to use the Sun's energy to make food. Without chlorophyll a green plant would not be able to survive.

The following are the steps in photosynthesis:

1. The sunlight is absorbed through a plant by its leaves, or other green parts.
2. The water and nutrients from the soil are absorbed through the roots of the plant.
3. The chlorophyll inside the plant's leaves traps the energy from the sunlight.
4. Carbon dioxide in the air enters through the leaves of the plants. (Carbon dioxide is carbon and oxygen combined.)
5. Inside the chlorophyll there are chloroplasts which contain water and the carbon dioxide from the air.
6. The chloroplasts are like tiny manufacturing plants. The water and carbon dioxide from the air combine to make sugar and water. Basically, it is the food for the plant to survive and grow.
7. Sugar is then made and released into the veins of the leaf and it spreads throughout the rest of the plant.
8. The oxygen the plant has made is then released into the air.

The entire process is called photosynthesis, and without it, people and other animals would not be able to live and grow. This is the reason it is important for the survival of trees and plants. They give off oxygen which helps people and other animals to breathe. The plants also give people and animals food to eat. The food could be the different kinds of fruit or the many varieties of vegetables from apples

and oranges to green beans and peas. When people and animals eat this food from the plants it also gives them the energy to live and grow. Without plants, animals and people would not be able to survive. During the fall in certain parts of the world photosynthesis no longer takes place. When this happens the leaves begin to turn different colors. The leaves may turn yellow, orange or maybe even red, or a combination of those colors. Surprisingly, these colors are the original colors of the leaves.

In the spring and summer there is too much green color from the chlorophyll for the leaves to be seen as their original colors. As the temperature drops, though, the leaves of trees, other than evergreens, stop making the chlorophyll. The chlorophyll begins to vanish and the leaves begin to change colors.

In summary, photosynthesis is the food-making and energy process for plants to survive. A plant's leaves contain chlorophyll which is a green chemical inside a plant that allows plants to use the Sun's energy to make food

I Choose the best answers from the options (6x1=6)

(a) Food for a plant to survive is

- (i) Sugar and water
- (ii) Carbon and oxygen
- (iii) Chlorophyll
- (iv) Chloroplasts

(b) Which of the following in plants are like tiny manufacturing plants?

- (i) Chloroplasts
- (ii) Chlorophyll
- (iii) Leaves
- (iv) Roots

(c) In the fall leaves begin to turn different colors because

- (i) There is less oxygen in the air for the plants
- (ii) There is too much chlorophyll in the leaves of the plant
- (iii) The carbon dioxide in the air cannot reach the leaves of the plant
- (iv) The temperature begins to drop and leaves cannot produce chlorophyll

(d) The color of a leaf with chlorophyll is

- (i) Red
- (ii) Green
- (iii) Orange
- (iv) Yellow

(e) Which of the following statements is true?

- (i) Chloroplasts are the green chemicals inside a plant that allows plants to use the Sun's energy to make food.
- (ii) Chlorophyll is a green chemical inside a plant that allows plants to use the Sun's energy to make food.
- (iii) Chlorophyll is a green chemical inside the roots of a plant that allows plants to use the Sun's energy to make food.
- (iv) Chlorophyll is a green chemical absorbed into a plant that allows them to use the Sun's energy to make food.

(f) Fill in the blank with the correct answer. Carbon dioxide, which is Carbon and Oxygen combined, in the air enters through the _____ of the plants.

(i) Roots

(ii) Chlorophyll

(iii) Leaves

(iv) Energy

II Answer the following questions:

(5x2=10)

- a. What is photosynthesis?
- b. Where does photosynthesis take place?
- c. What do plants need for photosynthesis to take place?
- d. How do animals and people help in the photosynthesis process?
- e. How do plants, animals and people help each other?

Or

(b) Read the following passage carefully and answer the questions:

Light and sound is found everywhere. Light and sound waves travel from place to place and can be seen and heard. Light is visible to the human eye and is responsible for the sense of sight. It is a form of energy we can see when it is reflected off the surface of an object. Sound is a mechanical vibration that can pass through solids, liquids, and gases and can usually be identified by the sense of hearing.

Light waves travel through the air from place to place and do not carry matter. Light is believed to travel faster than anything in the universe. It travels at a speed of 186,000 miles per second. Light is unable to travel through solids, but it can travel through liquids and gases.

There are two properties of light. The first property of light is called reflection. Reflection is when light bounces off a surface which then allows the object to be visible to the eye. For example, when the moon is seen in the sky, it is because the light from the sun reflects off the surface of the moon. A light ray comes off a surface at an equal angle to the angle at which it struck the surface.

The second property of light is called refraction. Refraction is when a ray of light passes from a transparent medium to another transparent medium such as from air to water, it changes speed and the way it bends. For example, when a pencil is placed into a glass of water, the pencil will seem like it is broken into two pieces. Because the light is traveling through the water, there is refraction, and the light bends causing the pencil to look like it is in two pieces. Another example of refraction is the use of eyeglasses to improve a person's vision. Using a glass that is curved at a certain angle the vision of a person is corrected by the way light is refracted in the eye.

All sounds are different, but one thing in common is that sounds are created by something that vibrates. Sound wave vibrations can travel through solids, liquids, and gases. Sound waves travel through solids much faster than through liquids or gases, and faster in liquids than gases.

The molecules that make up a solid are closer together allowing the sound to travel faster. Molecules are the substances that make up solids, liquids, and gases. In a liquid, the molecules are farther apart, so the sound waves travel slower. In a gas, the molecules are spread farther apart so the sound waves travel much slower. A sound traveling through a solid can be better heard than traveling through a gas.

For example, a vibrating speaker collides with the molecules in the air passing along the energy and creating sound waves. This is why music can be heard from the speakers. When there are no molecules in the air, like in space, the sound could not be heard. The

speed of sound travels much slower than the speed of light. It normally travels in air at about 1200 feet per second.

In summary, light and sound is everywhere. Light is a form of energy we can see when it is reflected off the surface of an object. Sound is a mechanical vibration that can pass through solids, liquids, and gases. Reflection and refraction are two properties of light. Sound travels through solids much faster than through liquids and gases. Molecules, which make up all objects, are closer together in a solid allowing the sound to travel faster. Light travels much faster than sound.

I Choose the best answer for the following questions (6x1=6)

- a. Which of the following is a mechanical vibration?
- i. Sound ii. Water iii. Light iv. Reflection
- b. Which of the following statements is true?
- i. Light travels at the same speed as sound.
ii. Light travels faster than sound.
iii. Sound travels faster than light.
iv. The speed of light and sound depends on the temperature.
- c. Which of the following best defines reflection?
- i. Light bounces off a surface which then allows the object to be visible to the eye
ii. A ray of light passes from a transparent medium to another transparent medium
iii. A ray of light passes from a solid to a gas
iv. Light bounces off the surface of the sun
- d. In which of the following will sound travel faster?
- i. Air ii. Water iii. Pudding iv. Wood
- e. Which of the following makes up the substances of solids, liquids, and gases?
- i. Molecules ii. Minerals iii. Vibrations iv. None
- f. Which of the following explains light waves bending as it passes through water?
- i. Reflection ii. Refraction iii. Molecules iv. Energy

II Answer the following short answer questions: (5x2=10)

- a. Differentiate the light and sound.
b. What does the word 'Refraction' refers at this passage?
c. How do you explain 'Reflection'?
d. What are molecules?
e. Explain the travel of sound in air
17. (a) You have ordered a new Scanner and Printer in a shop but when they are delivered, you found that they had some problems. You returned the scanner and printer and spoke to the company representative a week ago but they have still not been repaired.
Write a complaint letter to the company.

In your letter.

- Introduce yourself
- Explain the situation
- Narrate what action you would like to be taken by the company (16)

Or

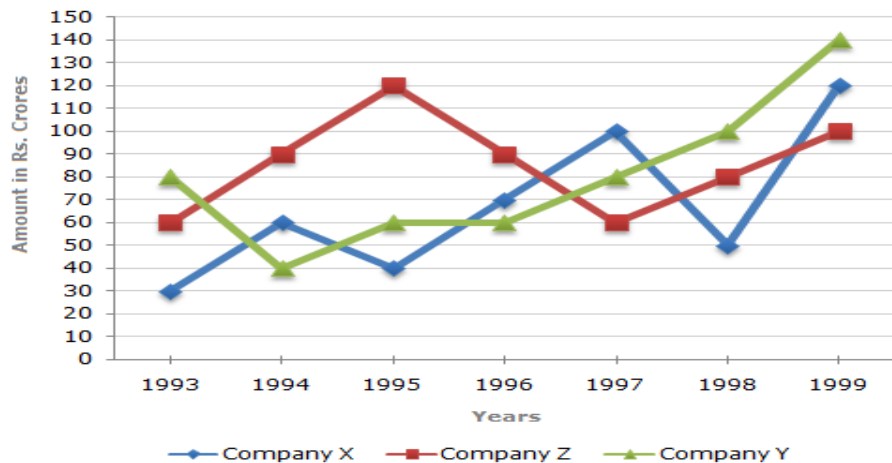
- (b) Imagine that you are working in a company and planning to submit three month notice to resign your employment. Write a resignation letter to your company. In your letter introduce the company which you plan to join and mention the present designation and reason why you are going to resign. (16)

18. (a) You along with two of your friends undergone a short internship training during your summer vacation in a company and you were involved in a mini project. Prepare a Project report to be submitted to your Principal. This report should contain
- Managing the project
 - Objectives/purpose
 - Outcome
 - Solution and action
 - Key findings
 - Recommendations etc (16)

Or

- (b) You are working as a HoD of an Engineering Branch in an engineering college which plans to introduce centre for Technology and Research Development Centre in your college. Write a report of proposal to The Chairman. In your proposal include the importance and advantage of the Technology and Research Development Centre and mention the estimated budget of the proposal. (16)

19. (a) The following line graph shows the exports from three Companies over the years (in Rs. Crore). Interpret the given bar chart into a paragraph in about 250 words.



(16)

Or

- (b) Draw a flow chart to represent the process of extracting gold

The method of mining gold varies with the nature of the deposit. Two types of deposit can be considered here: one is placer deposit, which refers to the occurrence of gold in sand particles of gravel in a riverbed: the other is lode mine which refers to gold occurring as veins in gravel or rock. In placer mining, the separation of gold from gravel or other impurities is done by sifting. Hand panning is also common, in which water and gravel containing gold are swirled in a pan. Gold, being very heavy, settles down, and the gravel is washed away. In lode mining, shafts are dug into the rock following the veins of gold. Using explosives, the rock is broken and the ore is obtained. The ore is then transported to mills.

In milling, the ore is first crushed using heavy machines. This is followed by sluicing, that is, using water to wash the ore into sluices or artificial water-channels in which there are grooves that trap the gold.

There are three ways in which this gold is treated to obtain pure gold. They are floatation, amalgamation and cyanidation. In the first method, a frothing agent is added to produce foam. A collecting agent is used to produce a film on the gold, which then sticks to the air bubbles. Gold is then separated from the top. In amalgamation, the ore, mixed with water to form a pulp, is collected on a copper plate covered with mercury. The mercury is then removed, partly by squeezing it out and partly by distillation. The cyanide process is now widely used. In this process, a weak solution of sodium, potassium or calcium cyanide is used to dissolve the gold. The gold is then precipitated by the addition of zinc dust. The gold thus obtained is smelted and cast into bars. (16)

20. (a) Imagine yourself as a Site Engineer and prepare an accident report that happened in the construction site of a multi complex building to be submitted to the Managing Director, “Hi-Tech Builders”. Report the total damage of the accident and suitable recommendations to avert such accidents in future. (16)

Or

- (b) You are working as Sales Officer in an automobile company and your company is planning to launch a new model bike ‘RACINO 350’. Prepare a Feasibility Report. The report should contain the background, methodology, feasibility of the project and recommendations. (16)