

**A**

**Reg. No. :**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Question Paper Code: R2001**

B.E. / B.Tech. DEGREE EXAMINATION, APRIL 2024

Second Semester

Civil Engineering

R21UEN201 - COMMUNICATION SKILLS FOR PROFESSIONALS

(Common to ALL Branches Except CSBS)

(Regulations R2021)

Duration: Three hours

Maximum: 100 Marks

Answer ALL Questions

PART A - (10 x 1 = 10 Marks)

1. Write the sentences for the following homophones. CO3-U  
Buy,By
2. Write the sentences for the following homophones. CO3- U  
Son,Sun
3. Put in semicolons, colons, dashes, quotation marks, Italics (use an underline), CO3- App  
and parentheses where ever they are needed in the following sentence.  
He said I am going to Ooty
4. Give suitable punctuation mark CO3- App  
A) What is your mother tongue  
B) Are you working here
5. Fill in the blanks using the correct Verb. CO3- App  
One of my friends \_\_\_ a doctor  
a) is    b) are
6. Put the comma wherever necessary CO3- App  
I ate banana watermelon grapes and Lemon
7. Put exclamation mark wherever necessary. CO3- App  
Oh what a great innings he played
8. Put apostrophe wherever necessary CO3- App  
My fathers name is Sanjay.
9. Define the following terms: CO3- U  
Empathy

10. Complete the following sentences, choosing the correct verb form from the brackets. CO3- U  
Each of the mangoes ..... (is/ are) sweet.

PART – B (5 x 2= 10 Marks)

11. Write two types communication. CO3-U
12. What is the purpose of writing a business proposal? CO3-U
13. Differentiate formal and informal letter. CO3-U
14. Explain: SWOC. CO3-U
15. What is Professional Ethics? CO3-U

PART – C (5 x 16= 80 Marks)

16. (a) Write a dialogue between the Professor and the student (regarding CO3- App (16)  
semester examination).

Or

- (b) Write a dialogue between the travel ticket agent and a customer to CO3- App (16)  
book a flight ticket.

17. (a) Write a Paragraph on “ AI” and its impacts. CO3- App (16)

Or

- (b) Write a paragraph on “Social Service” CO3- App (16)

18. (a) Imaginethat you are the Purchase Manager of your company. CO3- App (16)  
Write a letter to Mr.Sanjay, Marketing Manager of PSP  
Enterprises, seeking him for the quotationfor Generator for the  
official Purpose.

Or

- (b) Write a letter to Commissioner Office about Drug Business in our CO3- App (16)  
Area.

19. (a) Imagine that you are going to establish a user free modern CO3- App (16)  
language laboratory in your college, send a proposal to the  
chairman of your college.

Or

- (b) Arrange the words in the correct order to form meaningful sentences. CO3- App (16)
- (a) one of / friends / a / best / good / our / is / book
  - (b) the same / and it / it is / change / will never / today that / it always was
  - (c) most patient / companions / cheerful of / it / and / is the
  - (d) turn its / in times / it does / of adversity / back upon / or distress / not / us
  - (e) progressive / Delhi / a / town / is
  - (f) big business / is a / It / centre / and / educational
  - (g) is scarcity / and thousands / there / of houses / in the neighbouring / of people live / cities
  - (h) A song / by / was / sung / him

20. (a) Write a letter to the editor of a newspaper highlighting the poor sanitary condition in your area. CO3- App (16)

Or

- (b) Every day you are late to college by fifteen minutes. Your college bus is stuck in a traffic jam near South Gate. Along with own ideas, write a letter to the editor of a newspaper highlighting this problem and suggesting some remedy for it. CO3- App (16)

