

**Reg. No:**

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**Question Paper Code: R2001**

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

Second Semester

Civil Engineering

R21UEN201 - COMMUNICATION SKILLS FOR PROFESSIONALS

(Common to ALL Branches Except CSBS)

(Regulations 2021)

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-App  
There - Their
2. Complete the following sentences, choosing the correct verb form the brackets CO3- U  
One of my friends ..... (is/ are) a doctor.
3. Edit the following text by correcting the errors. CO3- App  
internationally the demand for silver has been grow due to increased industrial consumption.
4. Give suitable punctuation mark CO3- App  
A) What would you like to have for dinner  
B) Are you ready
5. Put the comma wherever necessary CO3- App  
A)The following topics will be covered in History classes Ancient Greece  
B)The Roman Empire and the Aztecs
6. Put exclamation mark wherever necessary CO3- App  
Alas That is really bad. What are you going to do about it
7. Put apostrophe wherever necessary CO3- App  
Didnt you hear that they are leaving tomorrow.
8. Define the following terms: CO3- App  
(a) Bill (b) Law

9. Fill in the blanks using the correct Verb. CO3- U  
Two dogs ..... sitting on the grass.  
a) is b) are

10. Complete the following sentences, choosing the correct verb form the brackets. CO3- U  
Either my mother or my father ..... (is, are) coming to the meeting.  
Each of the boys ..... (is/ are) playing in the ground

PART – B (5 x 2= 10 Marks)

**Answer any five of the following questions**

11. Write two types communication. CO3-App

12. Define Business Letter. CO3-U

13. Write any two Engineer's rules of practice. CO3-App

14. Explain & Expand: SWOC. CO3-U

15. Write any two penultimate stress words? 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 mobile shop keeper and the CO3- App (16)  
customer.

17. (a) Write an essay on “communication” and its principles. CO3- App (16)

Or

(b) Write an essay on the merits and demerits of using Technology. CO3- App (16)

18. (a) Imagine that you are the Marketing Manager of your company. CO3- App (16)  
Write a letter to Mr.Pranav,Purchase Manager of RSL Enterprises,  
sending him your quotation for Generator for the official Purpose.

Or

(b) As a purchase officer of ABC engineering college, chennai- CO3- App (16)  
34,draft a letter calling for quotation regarding the purchase of  
language lab equipment for your institution.

19. (a) Assume yourself to be the purchase officer of Nirmal Foundations CO3- App (16)  
pvt. Ltd. Write a letter inviting quotation to buy certain computer  
Peripherals from CRA Technologies pvt. Ltd. 13, sethu Street,  
Anna salai, Chennai. Mention clearly all details you expect from  
the dealers.

Or

(b) **Arrange the words in the correct order to form meaningful sentences.** CO3- App (16)

(a) great importance / one of the / essentials of life / it is / in all spheres / and is of / of life

(b) one of / friends / a / best / good / our / is / book

(c) fit and / the body / games / look active / and / develop / keep it / make a person

(d) really / games and sports / true education / are / for / essential

(e) the / in these places / less than / annual rainfall / is / 25 cms.

(f) went to / a friend's dog / see / Sita and Ravi

(g) is scarcity / and thousands / there / of houses / in the neighbouring / of people live / cities

(h) in players / develop / and / games / co-operation / a team-spirit

20. (a) What are the fundamental principles of Engineering code of ethics? CO3- App (16)

Or

(b) As the manager of Gokul Enterprises, Chennai-12, place an order for the supply of printers and UPS , to the sales manager, DELTA INDIA LTD., Bangalore-67. Do not forget to mention the mode of Delivery. CO3- App (16)

