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**Presidency University**

**Bengaluru**

 **Summer Term**

**Summer Term End-Term Examinations, August 2024**

**Date**: 06-08-2024

**Time**: 9.30am to 12.30pm

**Max Marks**: 100

**Weightage**: 50%

**Odd Semester**: 2023 - 24

**Course Code**: ENG1015

**Course Name**: Professional Communication Skills for Engineers

**Department:** English

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**Part A**

**Answer any TEN of the following Questions: 10X2=20 marks**

1. Define pronunciation.

**The act or result of producing the sounds of speech, including articulation, stress, and intonation, often with reference to some standard of correctness or acceptability.**

1. State the differences between Semi formal email and formal email.

**Formal emails are usually written for business purposes, while informal ones can be written for both business and personal purposes.**

1. Enumerate the components necessary for an effective extempore speech.

**Ans:** **Content Knowledge, Body Language, Confidence matters, and Voice**

 **Modulation**

1. State the best way to start an extempore speech.

**Ans: Start with a quote, real-life experience, or example.**

1. Enlist the patterns of organization for an informative speech.

**Ans: Topical, Chronological, Spatial and Causal**

1. Tabulate the key terms necessary for giving a persuasive speech.

**Ans:** **Actuate,** **Stimulation, and Convince**

1. Describe the Structure of a Paragraph.

**Ans:** **Topic sentence, supporting sentences, and Concluding sentence**

1. State the importance of a topic sentence in paragraph writing.

**Ans: A topic sentence is a precise statement that reflects the main idea of the**

 **paragraph. It should be carefully written as it will show the reader what you**

 **are going to talk about.**

1. Define Note making.

**Ans: Note making is not just about writing down everything you hear or read. It**

 **is a process of reviewing, connecting and synthesizing ideas from your**

 **lectures or reading.**

1. Describe the uses of making notes.

 **Ans:** **Notes are a useful record of key information, and the sources of that**

 **information. Writing notes helps you remember what you heard. Taking notes**

 **helps you to concentrate and listen effectively. Selecting what to note down**

 **increases your understanding.**

1. List any four types of reports that Document Work or Activities.

 **Ans: Annual reports, Periodic reports, Final reports, and Progress reports**

1. Tabulate the components of writing a report.

 **Ans:** **Title page, table of content, summary, the main body, conclusion, and**

 **recommendations.**

**Part B**

**Answer any Four of the following questions: 4X10= 40 marks**

1. Discuss briefly on the rules for writing formal emails in English.
2. Express the importance of style and organisation in paragraph writing.
3. Trace steps involved in making notes.
4. Discuss briefly about the need to use of charts, graphs, and diagrams for illustrations.
5. Illustrate the ways of writing a technical report.
6. Elucidate on the pre-requisites for writing a report.

**Part C**

**Answer any TWO of the following: 2X20=40 marks**

1. Write a proposal to Birmingham University to pursue your research in Data Analysis.

2. Write a proposal to organize a Five-Day Technical Symposium in your University.

3. Draft a progress report for the context given below:

 **Context:** Imagine you are doing a project on Development and Performance Analysis of

 Compressed Natural Gas as Transport Fuel for Automobiles.