

Basavarajeswari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Autonomous Institute under Visvesvaraya Technological University, Belagavi)

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Course Code

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Second Semester B.E. Degree Examinations, September/October 2022

PROFESSIONAL ENGLISH-II

(Common to all Branches)

Duration: 3 hrs

Max. Marks: 100

Note: 1. Answer any FIVE full questions, choosing ONE full question from each module.
2. Missing data, if any, may be suitably assumed

| <u>Q. No</u> | <u>Question</u> | <u>Marks</u> | <u>(RBTL:CO:PI)</u> |
|-------------------|---|--------------|---------------------|
| MODULE – 1 | | | |
| 1. | a. Write about the important elements of body language. | 04 | (1 : 1 : 10.1.1) |
| | b. Discuss the Paralinguistic Features. | 08 | (2 : 1 : 10.1.1) |
| | c. What is non-verbal communication? Explain the detailed note on its types. | 08 | (2 : 1 : 10.1.1) |
| OR | | | |
| 2. | a. Write a note on Listening skill. | 04 | (1 : 1 : 10.1.1) |
| | b. Explain the process of listening skills and describe how listening skills help in increasing the understand and knowledge of the listener. | 08 | (2 : 1 : 10.1.1) |
| | c. Illustrate the barriers of effective listening. | 08 | (2 : 1 : 10.1.1) |
| MODULE – 2 | | | |
| 3. | a. Write note on importance of Technical Proposal writing. | 04 | (1 : 2 : 10.1.1) |
| | b. Explain the types of Business letters. | 08 | (2 : 2 : 10.1.1) |
| | c. Discuss guiding principles for composition Email writing. | 08 | (2 : 2 : 10.1.1) |
| OR | | | |
| 4. | a. List out the tips to be successful blog writer. | 04 | (1 : 2 : 10.1.1) |
| | b. Explain the salient features of Report writing. | 06 | (2 : 2 : 10.1.1) |
| | c. As an engineering graduate apply for the post of software engineer in the company Future Tron, advertised in 'Times of India' dated 01-10-2022. Draft a resume along with your job application letter. | 10 | (2 : 2 : 10.1.1) |
| MODULE – 3 | | | |
| 5. | a. Define the Art of Condensation. | 04 | (2 : 3 : 10.1.1) |
| | b. Explain the major forms of the Art of Condensation. | 08 | (2 : 3 : 10.1.1) |
| | c. Discuss the principles of the art of condensation. | 08 | (2 : 3 : 10.1.1) |

OR

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| 6. | a. | Explain the seven steps ladder of precis writing. | 04 | (2 :3 : 10.1.1) |
| | b. | Discuss the features of paragraph writing. | 08 | (2 :3 : 10.1.1) |
| | c. | Explain the various types of essays. | 08 | (2 :3 : 10.1.1) |

MODULE – 4

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| 7. | a. | Distinguish between Extempore and Elocution. | 04 | (2 :4 : 10.1.1) |
| | b. | Define extempore and write the tips to develop an effective extempore speech making. | 08 | (1 :4 : 10.1.1) |
| | c. | List out the tips to develop effective story telling. | 08 | (1 :4 : 10.1.1) |

OR

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| 8. | a. | List out the features of good conversations. | 04 | (1 :4 : 10.1.1) |
| | b. | Write a note on purpose of general conversation. | 08 | (1 :4 : 10.1.1) |
| | c. | Discuss the tips for improving the conversations. | 08 | (2 :4 : 10.1.1) |

MODULE – 5

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| 9. | a. | Write a note on Presentation skills. | 04 | (1 :5 : 10.1.1) |
| | b. | How to combat stage fright in Professional presentation. | 08 | (1 :5 : 10.1.1) |
| | c. | How to compose the power point slides for effective presentation. | 08 | (1 :5 : 10.1.1) |

OR

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| 10. | a. | Write the common questions in an interview | 04 | (1 :5 : 10.1.1) |
| | b. | Write a detailed note on the six stages of Art of negotiation. | 08 | (1 :5 : 10.1.1) |
| | c. | Explain the different types of negotiation styles. | 08 | (1 :5 : 10.1.1) |

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