

**II/IV B.Tech (Regular) DEGREE EXAMINATION**  
**Technical English**  
**SET-I- Scheme of Evaluation**  
**Semester-I**  
**November, 2019**

1. Answer all the questions as directed.

(1X10=10 Marks)

a. Fill in the Blanks with the suitable verb forms:

- i. In the Future, There will be less water, so, we have to save it
- ii. Tell me your opinion, I would like to/want to/shall/will (conduct) a quiz competition for the first year B.Tech students
- iii. Rakesh **met** (meet) with an accident last night.

b. Write the meaning of the following phrasal verbs and use them in your own sentences

- i) Check out : Pay one's bill and leave (a hotel); investigate

Ex: We'll need to **check out** his story.

- ii) Calm down : Become more relaxed, less angry or upset

Ex: **Calm down** for a minute and listen to me.

c. Write bias free substitutes to the following biased words.

- i) Mailman : postman (mail carrier or letter carrier)
- ii) Chairman : chairperson

d. Write the significance of objective statement in the resume?

It states what skills and experiences you have and it makes you ideal for that career. It starts with a strong trait, adding 2 or 3 skills, describing career goals, and says what you hope to do for the company.

e. Write the meanings of the following Corporate Vocabulary:

- i) Out Sourcing: **Outsourcing** is a business practice in which a company hires another company or an individual to perform tasks, handle operations or provide services that are either usually executed or had previously been done by the company's own employees
- ii) Liability: a person or thing whose presence or behaviour is likely to put one at a disadvantage.

**UNIT – I**

2.a. Fill in the blanks with the suitable transition words given

3M

To be certain, For instance, A great example, Moreover, in terms of, it is interesting

b. Letter Writing

7M

Format-3M

Body of the Letter- 3M

Closure-1M

(Or)

3.a. Choose the idiom or phrase that best fits in the given sentences.

3M

1. a. in the same boat
2. c. once in a blue moon
3. d. let out

b. Email Writing

7M

Format-3M

Body of the Letter- 3M

Closure-1M

**UNIT – II**

4. a. In the following passage there are blanks, which of has been numbered. These are given below the passage and against each, five words suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

3M

1.d

2. e

3.b

4.e

5.a

6.a

b. You are the coordinator of workshop which recently conducted in your department. Now as a coordinator of the event write a report to the head of the institution on how the event was being organized.

7M

Report Writing Format:

1mark

Content:

3marks

Expression (Grammatical accuracy, appropriate words and spellings, Coherence and relevance of ideas and style): 3marks

(Or)

5. a. In the following sets of analogies one word is missing. Select that word from the words a,b,c,d exhibit the same analogy as established among the three words.

3M

i. b. Iraq

ii. d. Cells

iii. d. bracelet

b. On your personal work you will not be able to attend your duties for one month. As per norms, employee must adjust his/her workload without any disturbances to the institution in his absence. Now write a dialogue conversation between you and your colleagues.

7M

Coherence:

1mark

Useful expressions:

2 marks

Content and sentence accuracy – Grammatical Structures; Punctuation; Spelling: 3marks

Choice of vocabulary: 1mark

### UNIT-III

6.a. Write the full form of the following acronyms or abbreviations:

3M

i. BHEL: Bharat Heavy Electrical Limited

ii. BBC: British Broadcasting Corporation

iii. TCS: Tata Consultancy Services

b. Interpretation : 2 marks

7M

Analytical ability: 2 marks

Language Proficiency: 3 marks

(OR)

7.a. Content : 1 mark

3M

Vocabulary : 1 mark

Coherence: 1 mark

b. format : 3 marks

7M

language: 2 marks

relevance: 2 marks

### UNIT-IV

8. a. Read the passage and answer the questions that follow

3M

1. b 2. d 3. b 4. d 5. b 6. Choice can be taken

b. Resume Writing

7M

Format: 3M

Content: 3M

Relevance: 1M

(OR)

9.a. Rewrite the following sentences using the cue and inversion.

3M

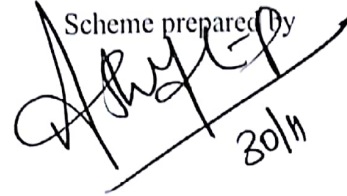
1. Never had I felt so lonely.

2. So loud was the noise that I couldn't work.







3. Little did she play basketball.

b. Resume Writing  
Format: 3M  
Content: 3M  
Relevance: 1M

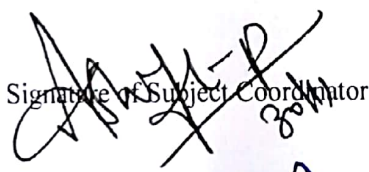
7M

Scheme prepared by  
  
30/11

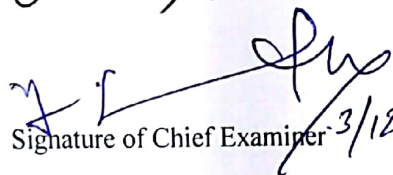
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