

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
School of Liberal Education Backlog Examination, June 2023 [Programme: BPT] [Semester: IV] [Batch: 2018-22, 2019-23]				
Course Title: Functional English -II		Max Marks: 100		
Course Code: FENG1003		Time: 3 Hrs.		
Instructions:	1. All questions are compulsory. 2. Assume missing data suitably, if any.			
		K Level	COs	Marks
SECTION-A (15 Marks)		5 Marks each		
1.	Explain the features of technical writing.	K2	CO1	5
2.	Discuss the meaning and importance of group discussion	K1	CO2	5
3.	Explain the steps of listening skill.	K2	CO1	5
SECTION-B (40 Marks)		10 Marks each		
4.	Explain the barriers of listening skill. Suggest the ways to improve the listening skill.	K2	CO2	10
5.	Write down the 7 Cs of technical communication.	K3	CO3	10
6.	Write down the different layout of letter writing.	K3	CO3	10
7.	Analyze the structure of report writing. OR Analyze the structure of a good proposal	K4	CO4	10
SECTION-C (45 Marks)		15 Marks each		
8.	Write down the methods of presentation delivery.	K3	CO3	15
9.	Evaluate the importance of body language in presentation.	K5	CO4	15
10	Write a report on the problems faced by the poor in the wake of the lockdown in India due to the Corona pandemic. OR Draft a technical proposal, addressed to the government, offering to install water pumps in villages near your hometown.	K5	CO4	15