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| ADMISSION NUMBER |
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School of University Polytechnic

Diploma in Civil Engineering
Semester End Examination - Aug 2024

Duration : 180 Minutes
Max Marks : 100

Sem I - N1DF106B - Basic Communication and Computer Skills

General Instructions

Answer to the specific question asked

Draw neat, labelled diagrams wherever necessary

Approved data hand books are allowed subject to verification by the Invigilator

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| 1) | What is the difference between an executive summary and an abstract in a report? | K1(2) |
| 2) | Rephrase the following sentences from active voice to passive voice: a) The chef prepares delicious meals for the customers. b) They will announce the results on Monday. c) The teacher gave the students a challenging assignment. d) The committee has not yet finalized the plan. | K2(4) |
| 3) | Classify the types of reading and extracting information. | K2(6) |
| 4) | In reference to report writing, answer the following questions: 2. Explain different citation styles and their significance. Provide practical tips for citing sources correctly. (5) 3. Discuss different forms of plagiarism. Include examples to illustrate the concept of plagiarism. (4) | K3(9) |
| 5) | Make use of transition words to connect different sections of your self-introduction. | K3(9) |
| 6) | Evaluate the importance of adjectives in adding descriptive details to writing. | K5(10) |
| 7) | Analyze all the tenses and their kinds, at least with 2 examples of each. | K4(12) |
| 8) | Based on your understanding of the communication process, conclude whether miscommunication is inevitable in all forms of communication. Provide reasoning and examples to support your conclusion. | K5(15) |
| 9) | Analyze the importance of visual aids, such as charts and graphs, in report writing. How do they enhance the presentation of data? | K5(15) |
| 10) | Compare the advantages and disadvantages of using one-word substitutions instead of longer phrases in technical writing. Provide examples from specific domains. | K6(18) |