

Name. _____		Printed Pages:01		
Student Admn. No.: _____				
School of _____ Back Paper Examination (Odd and Even Semester) – July - August 2024 [Programme:Diploma CE III Sem [Semester: _____) [Batch: _____]				
Course Title: Elementary Professional Communication-I			Max Marks: 100	
Course Code: QSLP1003			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.	What is the role of prepositions? Give examples.	K1	CO2	5
2.	Define communication and elaborate on its essential features in human interaction.	K1	CO1	5
3.	Outline the format of formal letter writing.	K2	CO3	5
SECTION-B (40 Marks)		10 Marks each		
4.	Explain the differences between a formal letter and an informal letter.	K2	CO3	10
5.	Identify and discuss various barriers to communication.	K3	CO1	10
6.	Identify the missing articles in the following sentences and insert the correct ones: 1. I saw ___ cat on ___ roof. 2. She is ___ doctor at ___ hospital. 3. Can you pass me ___ salt, please? 4. He wants to be _____ actor in _____ Hollywood. 5. _____ oranges I brought were very sour. 6. _____ famous poem ‘Ode to a Nightingale’ is written by _____ Romantic poet John Keats.	K3	CO2	10
7.	Explain the four types of Paragraph.	K4	CO4	10
SECTION-C (45 Marks)		15 Marks each		
8.	Analyze the various types of communication.	K4	CO1	15
9.	Infer and write the rules for converting active voice to passive voice.	K5	CO2	15
10	Construct a formal letter to the editor of a newspaper about the frequent breakdown of electricity in your locality.	K6	CO3	15