



**B.E/B.TECH. DEGREE EXAMINATIONS: APRIL / MAY 2023**

(Regulation 2018)

Second Semester

**COMMON TO ALL BRANCHES EXCEPT AI&DS**

U18ENI2202 : Fundamentals of Communication-II

**COURSE OUTCOMES**

- CO1:** Demonstrate their ability to write effectively with the optimum use of formats and writing strategies of appropriate grammar and vocabulary.
- CO2:** Develop active listening strategies to enhance language skills.
- CO3:** Speak fluently with effective delivery strategies.

**Time: Three Hours**

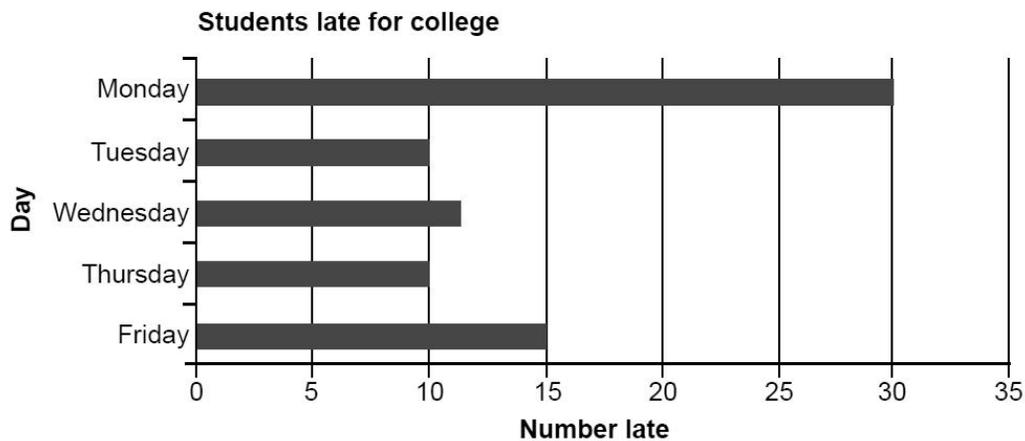
**Maximum Marks: 100**

**Answer all the Questions:-**  
**PART A (10 x 2 = 20 Marks)**  
**(Answer not more than 40 words)**

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|--|-----------------------|
| 1. Draft an agenda for your department association inauguration.                     | CO1 [K <sub>3</sub> ] |
| 2. Describe a recent event you have attended in the college.                         | CO2 [K <sub>3</sub> ] |
| 3. Write the parts of a formal letter.   | CO3 [K <sub>3</sub> ] |
| 4. List the types of report.   | CO3 [K <sub>1</sub> ] |
| 5. List the details to be included in an online profile.                             | CO3 [K <sub>1</sub> ] |
| 6. Draft a circular for your department association inauguration.                    | CO2 [K <sub>2</sub> ] |
| 7. State the importance of goal setting.   | CO2 [K <sub>4</sub> ] |
| 8. What are your short-term Goals? How will you achieve it?                          | CO2 [K <sub>4</sub> ] |
| 9. Draft the body of the cover letter as a trainee engineer.                         | CO1 [K <sub>3</sub> ] |
| 10. What will be the topic sentence for the paragraph on “Technology in classrooms”? | CO1 [K <sub>3</sub> ] |

**Answer any FIVE Questions:-**  
**PART B (5 x 16 = 80 Marks)**  
**(Answer not more than 400 words)**

11. a) You are the student chairman of the “Volunteer Blood Donor’s Club” of your college. You are organizing a blood donation camp in association with a leading nonprofit Blood Bank. Create a brochure for the blood donation camp. Invent all necessary details. 8 CO2 [K<sub>3</sub>]
- b) Assume that you have convened a meeting with the nonprofit Blood Bank and your club members regarding the blood donation camp which is going to be held next week in your college campus. Draft the Minutes of the Meeting for the above-mentioned meeting. 8 CO2 [K<sub>2</sub>]
12. a) Develop the given graphical information into a text form in about 200 words. Apt 8 CO3 [K<sub>3</sub>]  
topic sentence, appropriate discourse markers and the relevant information are the essentials to be included.



- b) Compose a letter to any of your favourite industry seeking permission for an in-plant training. 8 CO3 [K<sub>3</sub>]

13. a) Write a review of the given product. 8 CO1 [K<sub>3</sub>]



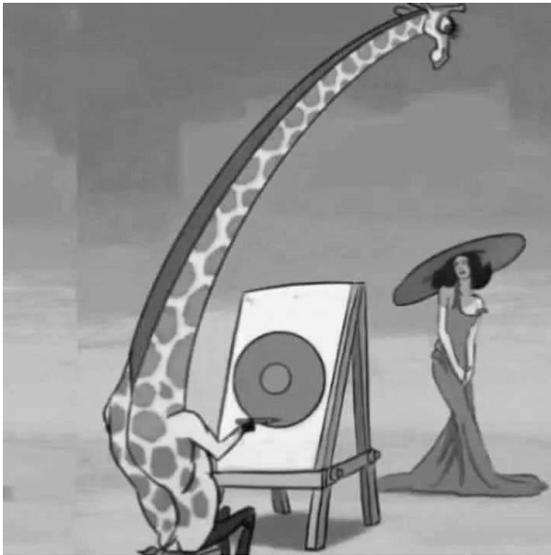
- b) Draft a resume for a trainee engineer for a core company of your branch. 8 CO3 [K<sub>4</sub>]

14. a) What are your strengths and weakness? 8 CO2 [K<sub>2</sub>]

- b) Elaborate any of your personal experience where you converted your challenges into opportunity. 8 CO2 [K<sub>2</sub>]

15. a) Draft a persuasive paragraph in about 150 words on “Energy Saved is Energy Created”. 8 CO3 [K<sub>4</sub>]

- b) Present your perception on the given picture. 8 CO2 [K<sub>3</sub>]



16. Draft a report on the industrial visit that you have recently went. Invent all necessary details. 16 CO3 [K<sub>6</sub>]

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