

Basavarajeswari Group of Institutions  
**BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
 (Autonomous Institute under Visvesvaraya Technological University, Belagavi)

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Course Code 

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Second Semester B.E. Degree Examinations, September/October 2022

**PROFESSIONAL ENGLISH-II**

(Common to all Branches)

Duration: 3 hrs

Max. Marks: 100

Note: 1. Answer any FIVE full questions, choosing ONE full question from each module.  
 2. Missing data, if any, may be suitably assumed

<u>Q. No</u>	<u>Question</u>	<u>Marks</u>	<u>(RBTL:CO:PI)</u>
<b>MODULE – 1</b>			
1.	a. Write about the important elements of body language.	04	(1 :1 : 10.1.1)
	b. Discuss the Paralinguistic Features.	08	(2 :1 : 10.1.1)
	c. What is non-verbal communication? Explain the detailed note on its types.	08	(2 :1 : 10.1.1)
<b>OR</b>			
2.	a. Write a note on Listening skill.	04	(1 :1 : 10.1.1)
	b. Explain the process of listening skills and describe how listening skills help in increasing the understand and knowledge of the listener.	08	(2 :1 : 10.1.1)
	c. Illustrate the barriers of effective listening.	08	(2 :1 : 10.1.1)
<b>MODULE – 2</b>			
3.	a. Write note on importance of Technical Proposal writing.	04	(1 :2 : 10.1.1)
	b. Explain the types of Business letters.	08	(2 :2 : 10.1.1)
	c. Discuss guiding principles for composition Email writing.	08	(2 :2 : 10.1.1)
<b>OR</b>			
4.	a. List out the tips to be successful blog writer.	04	(1 :2 : 10.1.1)
	b. Explain the salient features of Report writing.	06	(2 :2 : 10.1.1)
	c. As an engineering graduate apply for the post of software engineer in the company Future Tron, advertised in 'Times of India' dated 01-10-2022. Draft a resume along with your job application letter.	10	(2 :2 : 10.1.1)
<b>MODULE – 3</b>			
5.	a. Define the Art of Condensation.	04	(2 :3 : 10.1.1)
	b. Explain the major forms of the Art of Condensation.	08	(2 :3 : 10.1.1)
	c. Discuss the principles of the art of condensation.	08	(2 :3 : 10.1.1)

**OR**

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|----|----|---|----|-----------------|
| 6. | a. | Explain the seven steps ladder of precis writing. | 04 | (2 :3 : 10.1.1) |
|    | b. | Discuss the features of paragraph writing.        | 08 | (2 :3 : 10.1.1) |
|    | c. | Explain the various types of essays.              | 08 | (2 :3 : 10.1.1) |

**MODULE – 4**

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|----|----|--|----|-----------------|
| 7. | a. | Distinguish between Extempore and Elocution.   | 04 | (2 :4 : 10.1.1) |
|    | b. | Define extempore and write the tips to develop an effective extempore speech making. | 08 | (1 :4 : 10.1.1) |
|    | c. | List out the tips to develop effective story telling.                                | 08 | (1 :4 : 10.1.1) |

**OR**

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|----|----|---|----|-----------------|
| 8. | a. | List out the features of good conversations.      | 04 | (1 :4 : 10.1.1) |
|    | b. | Write a note on purpose of general conversation.  | 08 | (1 :4 : 10.1.1) |
|    | c. | Discuss the tips for improving the conversations. | 08 | (2 :4 : 10.1.1) |

**MODULE – 5**

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|----|----|---|----|-----------------|
| 9. | a. | Write a note on Presentation skills.                              | 04 | (1 :5 : 10.1.1) |
|    | b. | How to combat stage fright in Professional presentation.          | 08 | (1 :5 : 10.1.1) |
|    | c. | How to compose the power point slides for effective presentation. | 08 | (1 :5 : 10.1.1) |

**OR**

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|-----|----|--|----|-----------------|
| 10. | a. | Write the common questions in an interview                     | 04 | (1 :5 : 10.1.1) |
|     | b. | Write a detailed note on the six stages of Art of negotiation. | 08 | (1 :5 : 10.1.1) |
|     | c. | Explain the different types of negotiation styles.             | 08 | (1 :5 : 10.1.1) |

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