

K.S.R. COLLEGE OF ENGINEERING (AUTONOMOUS), TIRUCHENGODE - 637 215
DEPARTMENT OF ENGLISH
18EN251/ Technical English - II
QUESTION BANK

PART - A

I. Match the words in column A with their meanings in column B:

- | | | | |
|------------------|---|--|-----|
| A. 1. Anticipate | - | (a) To make less intense | (2) |
| 2. Alleviate | - | (b) Easily broken | (4) |
| 3. Impediment | - | (c) Consider beforehand | (1) |
| 4. Brittle | - | (d) Obstacle | (3) |
| | | | |
| B. 1. Distort | - | (a) Bulky | (2) |
| 2. Cumbersome | - | (b) Twist out of shape | (1) |
| 3. Comprehend | - | (c) State of being out of date | (4) |
| 4. Obsolescence | - | (d) Understand | (3) |
| | | | |
| C. 1. Priming | - | (a) Thing or part added to improve | (3) |
| 2. Indispensable | - | (b) Preparing | (1) |
| 3. Supplement | - | (c) Make sure that something is followed | (4) |
| 4. Enforce | - | (d) Necessary | (2) |
| | | | |
| D. 1. Augment | - | (a) Extreme tiredness | (3) |
| 2. Violation | - | (b) Favourable | (4) |
| 3. Fatigue | - | (c) Non-observance | (2) |
| 4. Benign | - | (d) Increase | (1) |
| | | | |
| E. 1. Holistic | - | (a) Forceful | (3) |
| 2. Conviction | - | (b) Seeing as a whole | (1) |
| 3. Aggressive | - | (c) Become less | (4) |
| 4. Dwindle | - | (d) Firm belief | (2) |
| | | | |
| F. 1. Deluge | - | (a) Unduly confident | (3) |
| 2. Intact | - | (b) Confident | (4) |
| 3. Bullish | - | (c) Unaffected | (2) |
| 4. Presumptuous | - | (d) Overwhelming rush | (1) |
| | | | |
| G. 1. Profuse | - | (a) The study of the past | (3) |
| 2. Communicable | - | (b) Something that is given to God | (4) |
| 3. Archaeology | - | (c) In large amount | (1) |
| 4. Offering | - | (d) Transmittable | (2) |
| | | | |
| H. 1. Compliant | - | (a) Trouble | (3) |
| 2. Poignant | - | (b) Causing evil | (4) |
| 3. Adversity | - | (c) Extremely obedient | (1) |
| 4. Maleficent | - | (d) A sad situation | (2) |
| | | | |
| I. 1. Labyrinth | - | (a) Risky undertaking | (4) |
| 2. Improvise | - | (b) Complex and confusing | (1) |
| 3. Overhaul | - | (c) Complete servicing | (3) |
| 4. Venture | - | (d) To do something with whatever is available | (2) |
| | | | |
| J. 1. Strenuous | - | (a) Money paid by the Government as support | (4) |
| 2. Procure | - | (b) Requiring a lot of effort | (1) |
| 3. Meander | - | (c) Obtain something with effort | (2) |
| 4. Subsidy | - | (d) Wander aimlessly | (3) |

II. Form different parts of speech by adding suitable suffixes:

S.No.	Verb	Noun	Adjective
1	Dispose	Disposal	Disposable
2	Envy	Envy	Envious
3	Brighten	Brightness	Bright
4	Require	Requirement	Required

5	Close	Closure	Closed
6	Season	Season	Seasonal
7	Systematize	System	Systematic
8	Weaken	Weakness	Weak
9	Rely	Reliance	reliable
10	Inform	Information	Informative

III. Fill in the blanks with suitable articles:

1. Dr.Manmohan Singh, the Prime minister of India, is a noted economist.
2. Don't worry; I will finish the work by the evening.
3. A man saw a boy riding on an ox.
4. The President of India is the Supreme Commander of all the three forces.
5. My mother is a doctor and my father is an author.
6. Cindy recommended a good dentist, but the dentist doesn't have any opening for two months.
7. Mt.Hood is a volcano in Oregon. It's a very beautiful mountain.
8. There is a big bear in the backyard. I think the bear is looking for something to eat.
9. Do you have a computer? I have a laptop and an iPad.
10. Sam recommended a book to Lisa. She didn't like the book at all.

IV. Expand the following the Compound Nouns:

- | | | |
|--------------------------------|---|---|
| 1. Battery Car | - | Car which works on battery |
| 2. Cable Television | - | Television signals transmitted through cables |
| 3. Communication satellite | - | Satellite used for communication |
| 4. Diesel engine | - | An engine that runs on diesel |
| 5. Machine testing conditions | - | Conditions under which a machine is tested |
| 6. Newsprint | - | The paper on which newspapers are printed |
| 7. Picture tube | - | A tube which gives the picture in a television |
| 8. Power transmission problems | - | Problems in the transmission of power |
| 9. Road engine | - | An engine that runs on the road |
| 10. Underground cable | - | A cable that is laid underground to conduct electricity |

V. Rewrite the following expressions into Numerical Adjectives:

- | | | |
|---------------------------------------|---|--------------------------------|
| 1. A match lasting five days | - | a 5 day match |
| 2. A lamp of power of 60 watts | - | a 60 watt lamp |
| 3. A road measuring 100 feet | - | a 100 foot road |
| 4. A research grant of 20 lakhs | - | a 20 lakh rupee research grant |
| 5. At intervals of 10 minutes | - | a 10 minute interval |
| 6. An engine worth 100 cc power | - | a 100 cc power engine |
| 7. A certificate course for 10 months | - | a 10 month certificate course |
| 8. A walk of 5 kilometers | - | a 5 kilometers walk |
| 9. A drive for 8 hours | - | an 8 hour drive |
| 10. A committee of 6 members | - | a 6 member committee |

VI. Add suitable prefixes and suffixes for the following words:

- | | | | | | |
|-------------|---|------------|---------------|---|---------------|
| 1. Friendly | - | Unfriendly | 6. Finished | - | Unfinished |
| 2. Possible | - | Impossible | 7. Believable | - | Unbelievable |
| 3. Treat | - | Treatment | 8. Acceptable | - | Un acceptable |
| 4. Tooth | - | Toothless | 9. Agree | - | Disagree |
| 5. Enjoy | - | Enjoyment | 10. Correct | - | in correct |

VII. Combine the following sentences with Cause and Effect expressions:

1. I stayed at home, because it was raining.
2. The temperature increases and as a result the volume of the gas increases.
3. Owing to the devising of a new method for superheating steam, increased efficiency has been caused.
4. Because of bad weather, the vehicle skidded.
5. The population has increased so much that there is a food shortage in the country.
6. Due to the spillage of large quantity of oil from oil tanker, many sea birds died.
7. The people get reservation easily owing to the introduction of E-ticketing by railways.
8. Since the water from the rivers over flowed, many villages were inundated.
9. The essential commodities have become costlier due to the rise in the price of petrol.
10. As Polar Regions are warming faster than the planet as a whole, the earth's ice cover is melting at high rates.

VIII. Frame questions for the following sentences:

1. The author of serious men is Recharad.
Ans: Who is the author of serious men?
2. Here is my smart card.
Ans: Where is your smart card?
3. My sons studies well.
Ans: How does your sons study?
4. I like pink colour.
Ans: Which colour do you like?
5. The social networking is really good nowadays.
Ans: What do you think about social network?
6. No, he didn't attend the meeting.
Ans: Did he attend the meeting?
7. Yes, I have taken all my certificates.
Ans: Have you taken all your certificates?
8. No, We aren't participating in the event.
Ans: Are you participating in the event?
9. Yes, I got the message.
Ans: Did you get the message?
10. Yes, She will certainly help you.
Ans: Will she help me?

IX. Make sentences expressing Purpose using the hints given below:

1. Catalyst: speeding up a chemical process.
Ans: Catalyst is used to speed up a chemical process.
2. Painting iron parts: protection from rust.
Ans: The painting of iron parts helps to protect them from rust. (Or)
Painting iron parts provides protection from rust. (Or)
Iron parts are painted in order to protect them from rust.
3. Barometer: measurement of atmospheric pressure.
Ans: The purpose of a barometer is to measure atmospheric pressure. (Or)
A barometer is used for the measurement of atmospheric pressure.
4. I wanted to stop the car. I operated the brake.
Ans: I operated the brake because I wanted to stop the car.
5. Dictionary: meaning of words.
Ans: The purpose of a dictionary is to provide the meaning of words.
6. He wanted to stop the car. He operated the brake.
Ans: He operated the brake so as to stop the car.
7. Bearings are lubricated to reduce the friction.
Ans: The purpose of lubricating bearings is to reduce the friction.
8. The government introduced a new scheme. It aimed at improving the software industry.
The government introduced a new scheme for the purpose of improving the software industry.
9. Use the hints and construct another sentence in the same pattern:
 - a) We use cameras for taking photographs.
_____ robots _____ (perform) heavy and dangerous jobs.
Ans: We use robots for performing heavy and dangerous jobs.
10. Speaker: slide
Ans: A slide is used as a visual representation by the speaker.

X. Edit the following passage correcting the spelling, grammar, word order, punctuation, etc.

- (a) the aim of the autors is to describe about the benefit in computerization and to suggest solutions to the problem of unemployment
The aim of the **authors** **is** to describe about the **benefits** in computerization and to suggest solutions to the problem of unemployment.
- (b) Nuclear fuel such uranium, plutonium are radioactive. they gives out dangerous and penetrative adiation. during fition even more radiation are produced
Nuclear **fuels** such **as** uranium **and** plutonium are radioactive. **They give** out dangerous and penetrative addition. during fiction even more radiation are produced.
- (c) at Chernobyl, the acident ocured while the operators was carry out a test on the turbogenerator with improper test procedurs for safety point of view

At Chernobyl, the accident **occurred** while the operators **were** carrying out a test on the turbo generator with improper test **procedures** for safety point of view.

- (d) for many years the medical profession refused to take norms seriously but now things are changing and some American hospitals have set up laughter rooms

For many years the medical **profession** refused to take Normans **claims seriously** but now things are changing and some **American** hospitals have set up laughter rooms.

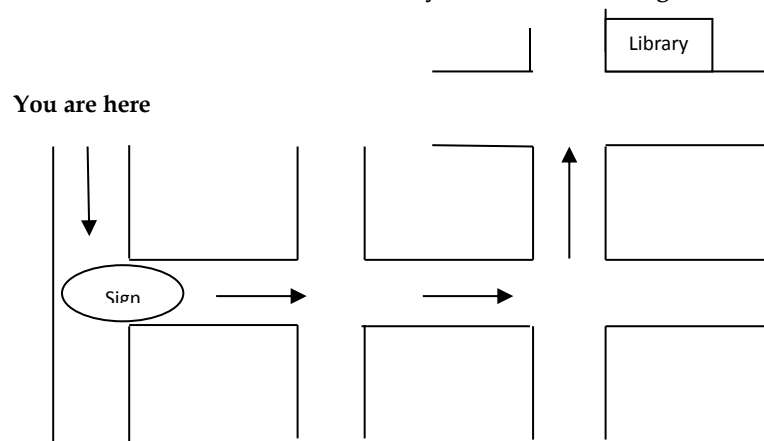
- (e) modern cinema suit the tastes of men women and children educated and the uneducated and many producers whether Indian or foreign find adequate inspiration to make a number of movies

Modern cinema **suits** the tastes of men, women, children, educated **and** the uneducated, many producers whether **Indian** or foreign find adequate inspiration to make a number of movies.

XI. Fill in the blanks with appropriate discourse markers:

1. We left late. In spite of that, we arrived on time.
2. I realize that Kala is sick. But do you know Mala is not sick.
3. We are late. So that means I can't go.
4. He is poor. Moreover he is uneducated.
5. Ravi is ready for the exam. In Contrast, Ram is quite unprepared.
6. He didn't go, since he was not prepared.
7. George is fairly heavy, so in comparison, Nancy is relatively light.
8. Raghu didn't go. However, he wasn't sorry.
9. Harry will not go. Unless he is paid an appearance fee.
10. The bank has been closed all day. Thus, we couldn't make a withdrawal.

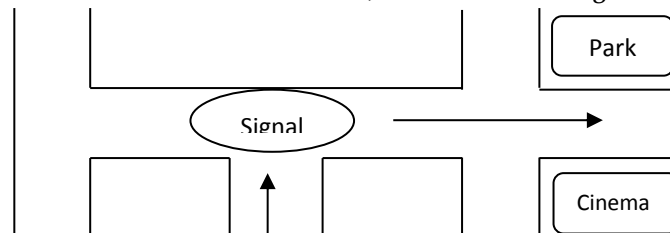
XII. 1. Write four instructions to reach the Library as shown in the diagram.



Answer:

- a) Go straight upto the signal.
- b) Take left.
- c) Skip the first junction.
- d) Take your left and find the library at the junction there.

2. Write four instructions to reach the Park, as shown in the diagram.



You are here

Answer:

- a) Go straight upto the signal.
- b) Take your right.
- c) Skip the junction.
- d) Find the park at the left, opposite to the cinema.

XIII. Write dialogue between two strangers who greet and introduce themselves:

1. Soorya : Hi, Good Morning
Raja : Hi, Good Morning, How are you?
Soorya : Thank you, Fine! How do you do?
Raja : Thanks Fine.
2. A : John, this is Radha. She is friend of mine.
B : Hi Radha, Nice to meet you.
A : Good to meet you John.
B : Thanks

XIV. Write a dialogue between two strangers who ask request at post office:

1. A : Excuse me. Could you give me your pen for a moment please?
B : I am really sorry. It doesn't write well.
A : That's alright.
B : (to another person) would you mind lending me your pen, please?
A : Certainly not. Here you are.
B : Thank you.

XV. Write a dialogue between two friends who discuss their likes and dislikes:

1. A : Do you like playing cricket, John?
B : Yes, I love it. What about you?
A : Well, I don't like playing cricket but I love watching it on TV.
B : That's interesting. So, besides that, what do you like doing in your free time?
A : Well, I am fond of meeting new people. I also enjoy gardening and cooking
B : Cooking? I can't stand it.

XVI. Complete the sentences using an appropriate if Clause :

1. If he communicates effectively, he will be successful in marketing.
2. If he had performed well, he would have passed.
3. If I become the Chief Minister, I will work for the poor.
4. If I got the phone earlier, I would contact all my friends.
5. If I were rich, I would help the poor.
6. If the battery of the car is down, it will not start.
7. If the new materials had come in time, the work would have been completed.
8. If you feel sorry for your indifference, you will be excused.
9. If I have money , I can lend it to you.
10. Unless the motor is operated regularly, the machine will not function.

PART - B

I. 1. Read the following passage carefully and answer the questions given below:

The latest buzz word in the continuing debate about the environment is 'sustainable management' - that means using plants and animals for our own benefit, but ensuring that enough are left alive to guarantee the survival of the species. This sounds good, but is it practical in reality? In spite of years of scientific research, no-one really knows how much damage human beings are doing to their environment. We know that they are responsible for many problems ranging from global warming to ozone depletion, and there is no doubt that they have a devastating effect on animal and plant life on Earth.

About 50,000 animal and plant species are becoming extinct every year. All species depend in some way on one another for survival. If you remove one species from this complex web of interrelationships, we have little idea of the repercussions on the ecosystem in general.

What makes things more complicated is the fact that unlike global warming - which, if the political will was there, could be reduced by cutting gas emissions - preserving bio-diversity remains a difficult dilemma.

There are also questions about whether sustainable management is practical as far as protecting areas of great bio-diversity such as the world's tropical forests are concerned. In theory, the principle should be the same as with elephants; i.e. to cut a number of trees, but not so many as to completely destroy the forest.

Sustainable management of trees requires controls on the number of trees which are cut down as well as investment in replacing them. Most tropical forests exist in poor countries which depend on logging to make money. For most loggers in these countries, making money means cutting down as many trees as possible in the shortest time. The prices of trees remain stable, varying by 4-5% annually, whereas interest rates in most developing countries can create 15% or more in returns. It therefore makes little sense, and certainly no economic sense, to delay tree-felling.

One solution could be to insist that wood comes from sustainably managed forests. In theory, consumers would buy only this wood and force logging companies to go "green" or else out of business. Unfortunately, unrestricted logging is more profitable than wood from sustainably managed forests which would cost up to 5 times more to control. Consumers would not be prepared to pay the extra sum just to protect the environment.

The sad fact is that there is no practical solution to protecting vegetation and wildlife of tropical forests in the future. It is estimated that these forests contain anything from 50 to 90 per cent of all animals and plant species on Earth. In one study of a 5km square area of rain forest in Peru, for example, scientists counted 1,300 species of butterfly and 600 species of bird. In the entire USA only 400 species of butterfly and 700 species of bird have been recorded. Sustainable management represents a gigantic experiment. If this doesn't work, we can't move to another planet to escape. It's a case of one planet, one experiment!

A. Complete the following statements choosing from one of the given alternatives: (6 x 1 = 6)

1. The extent of the damage being inflicted on our environment...
 - a) Can be estimated by years of scientific research.
 - b) Is being calculated by scientific research exactly.
 - c) Is impossible to assess despite years of scientific research.
 - d) Is, thanks to years of scientific research, on the decrease.
2. The term 'sustainable management' means using plants and animals for our own benefit, but.
 - a) Assuring none are left alive to guarantee the survival of the species.
 - b) Making sure that enough are left alive to guarantee the survival of the species.
 - c) Take care of the survival of the species.
 - d) Make certain they are not all used up.
3. If a particular species becomes extinct...
 - a) We know exactly what effect it will have on our ecosystem.
 - b) We have little knowledge about its effects on our ecosystem.
 - c) It has no relationship with other species in our ecosystem.
 - d) Its removal from the ecosystem will have no repercussions.
4. Preserving bio-diversity in our ecosystem...
 - a) Is less complicated than reducing global warming.
 - b) Can be resolved politically, just like global warming.
 - c) Is not simply a political dilemma to be resolved like global warming.
 - d) Can be resolved only by cutting gas emissions.
5. Applying the theory of sustainable management to the protection of tropical forests...
 - a) Is creating worries and doubts in people's minds, especially as regards its feasibility.
 - b) Means you can cut as many trees as you want without destroying the forest.
 - c) Is a practical and economical way of protecting them.
 - d) Is exactly the same as that applied to protecting elephants.
6. It is vital to protect the wildlife of tropical forests...
 - a) Because there are over 700 species of bird recorded in the whole of the USA.
 - b) Because sustainable management offers a real, practical solution.
 - c) Because scientists couldn't find as many species of butterfly or bird in the Peruvian rainforests.
 - d) Because of the wide variety and quantity of species of wildlife that inhabit them.

B. Choose the option that best represents the meaning of the following words as they are used in the text. (6 x 1 = 6)

1. Depletion

a) fatigue	b) reduction	c) deficiency	d) emptiness
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2. Repercussion

a) sequence	b) purpose	c) consequence	d) conclusion
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3. Dilemma

a) predicament	b) hesitation	c) status	d) contingency
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4. Returns

a) grant	b) inheritance	c) acquisition	d) gain
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5. Devastating

a) extreme	b) diverse	c) disastrous	d) dangerous
------------	------------	---------------	--------------
6. Complex

a) difficult	b) intricate	c) hard	d) tough
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C. State whether the following statements are true or false. (4 x 1 = 4)

- a) Most of the tropical forests are located in economically backward countries.
- b) Tropical forests house less than half of the plant and animal species on Earth.
- c) Human beings are not really responsible for the damage to the environment.

- d) Wood from sustainably managed forests is cheaper than wood from forests where unrestricted logging is permitted.

2. Read the following passage carefully and answer the questions given below:

There are many ways of communicating without using speech. Signals, signs, symbols and gestures may be found in every known culture. The basic function of a signal is to impinge upon the environment in such a way that it attracts attention, as, for example, the dots and dashes of a telegraph circuit. Coded to refer to speech, the potential for communication is very great. While less adaptable to codification of words, signs contain greater meaning in and of themselves. A stop or a barber pole conveys meaning quickly and conveniently. Symbols are more difficult to describe than either signals or signs because of their intricate relationship with the receiver's cultural perceptions. In some culture, applauding in a theatre provides performers with an auditory symbol of approval. Gestures such as waving and hand shaking also communicate certain cultural messages.

a) Say whether the following statements are TRUE or FALSE: (5 x 1 = 5)

1. Speech is the only means of Communication.
2. There are many cultures in the world that we have not heard about.
3. Telegrams are sent through codes.
4. There are no cultural differences.
5. Signs convey more meaning than words.

b) Answer briefly in a sentence or two: (5 x 1 = 5)

1. What does a signal do and imply?
2. When is the potential for communication great?
3. Are signals and signs more expressive than symbols? If yes, explain why?
4. What does applauding mean?
5. Do gestures help to communicate? Give examples.

c) Give the most suitable meanings of the words as they are used in the text: (2 x 1 = 2)

1. To impinge upon
 - a) To hinder
 - b) to impact
 - c) to fit
2. Intricate
 - a) Complicate
 - b) simple
 - c) close

d) Frame sentence using the following words: (4 x 1 = 4)

- a) Perception
- b) Potential
- c) describe
- d) approval

II. 1. Write a letter to the managing director for the post of General Manager in response to the advertisement in 'The Hindu'. Add a suitable return to your letter.

Erode - 1,
20th August, 2017.

From

S. Kumar, B.E.,
59, Nethaji Road,
Erode - 637 215.

To

The Managing Director,
M/s. Voltas Ltd.,
6, Armenian Street,
Chennai - 600 001.

Sir,

Sub : Application for the Post of General Manager - Reg.

In response to your advertisement in 'The Hindu' dated 20th August, 2017, I wish to apply for the Post of General Manager in your prestigious company as I believe I have the requisite qualifications and experience for the job.

After doing my B.E. from K.S.R. College of Engineering, Tiruchengode, I have been working as Assistant Production Manager in Sri Lakshmi Mills, Coimbatore for the past four years. I have gained enough experience in using modern techniques for increasing the production. I am enclosing my resume along with other testimonials for your perusal.

I am confident that I would get more opportunities for professional development and for making significant contribution in your highly esteemed and progressive organization. I assure you, sir, that I shall discharge my duties to the entire satisfaction of my superiors. I would be available for an interview at any date convenient for you.

Thanking you,

Yours faithfully,

RESUME

KUMAR. S

skumrs007@gmail.com

No. 13, Rani Apartments,
59, Nethaji Road,
Erode - 637 215.
Mobile No.: 98949 12345

OBJECTIVES:

To pursue a challenging role as General Manager towards the growth of the organization which requires Design and Development experts.

EDUCATIONAL QUALIFICATION:

- ❖ Completed MBA in 1997 from IIM, Ahmedabad with 86.2 %.
- ❖ Completed B.E., (Mechanical) in 1995 from K.S.R. College of Engineering with 9.2 CGPA.
- ❖ Completed Higher Secondary Course in 1991 with State II Rank and a percentage of 97.5 %.

SPECIALISED PROJECTS / COURSES:

B.E.,

1. Quality Control of Metal Cutting. (A Project)
2. Economics and the Design Production Level in an industry.

MBA

1. Production and Quality Control.
2. Technological Forecasting.
3. Project Scheduling and resource Allocation. (A Project)

TRAINING UNDERGONE:

- ❖ In-plant Training at Ashok Leyland Company Ltd.
- ❖ In-plant Training at Hindustan Motors Ltd.

WORK EXPERIENCE:

- ❖ July 2001 to present day - Asst. Production Manager, Sri Lakshmi Mills, Coimbatore.
- ❖ July 1997 to June 2001 - Asst. Engineer, Disha Chemicals and Pharmaceutical in Chennai.

EXTRA-CURRICULAR ACTIVITIES:

- ❖ Games : Captain of Bharathiar University Cricket team. Active participant in Tennis and Football teams.

ACHIEVEMENTS:

- ❖ Designed a small robot.
- ❖ Organised cultural events for the workers.

PERSONAL PROFILE:

Name : KUMAR. S
Date of Birth : 24th September 1985
Father's Name : R. Sugumar
Gender : Male
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Language Known : Tamil, English & Hindi
Reference : Dr. S. Subramaniam,
Professor and Head,
Department of Mechanical Engineering,
K.S.R. College of Engineering,
Tiruchengode - 637 215.

Place : Erode

Date : 20th August, 2017.

Signature,
(KUMAR. S)

2. Read the following advertisement published in a newspaper dt.18.01.2012 and apply for the post of Deputy manager, Design and Development with bio-data. India Auto, a 50 crore plus company, the leader in the automobile industry requires the following personnel:

Chennai - 1,
02nd September, 2014.

S. Raja,
No. 13, Rani Apartments,
Ram Nagar,
Chennai - 73.

Human Resources Department,
India Auto Limited,
10, New Street,
Bharath Nagar,
Chennai.

Sir,

With reference to the advertisement in "The Hindu" dated 18.01.2012, I wish to apply for the post of Deputy Manager, Design and Development in your esteemed automobile industry.

I am a Mechanical Engineering graduate from ABC Engineering College. I have been working in a small concern as Design Engineer in the R&D Department for the past three years. Totally I have 12 years of experience. I have good managerial skills. I also possess excellent communication and inter-personal skills. I am enclosing my bio-data for your perusal.

Expecting your intimation letter for interview.

Thanking you,

Yours faithfully,

(RAJA. S)

RESUME

RAJA. S

No. 13, Rani Apartments,
59, Nethaji Road,
Erode - 637 215.
Mobile No.: 98949 12345

skumrs007@gmail.com

OBJECTIVES:

To pursue a challenging role as Deputy Manager towards the growth of the organization which requires Design and Development experts.

EDUCATIONAL QUALIFICATION:

May 2001 - Bachelor of Engineering in Mechanical Engineering, ABC Engineering College,
Chennai - 63.

April 1997 - Higher Secondary Education

SOFTWARE KNOWLEDGE:

- ❖ CAD / CAM / ProE
- ❖ C, C++, Java

SKILLS SUMMARY:

Communication

- Presented a paper on "The Modern Developments in the Transport Sector" at the VISME Conference, January 2000.
- Taken many seminars in college as a student.
- Can interact in three languages : English, Tamil and Hindi.

Organizational Ability

- Arranged many industrial visits as a part of academics.
- Organized a full tour programme on behalf of my fellow-mates.
- Organized an NCC Camp under the aegis of our college NCC.

Leadership

- Was class representative and interacted with all types of personalities.
- Captained our College football team for 2 years and won many trophies.
- Motivated my team-mates to excel in all spheres.

WORK EXPERIENCE:

- ❖ July 2005 to till date - Design Engineer, Toby Mechanicals Limited, Chennai.
- ❖ June 1999 to April 2005 - Junior Engineer, K.H. Service Station, Ranipet.

ACHIEVEMENTS:

- Academics - University gold medallist in U.G

Creative	-	Won the best project award at the U.G. level. Developed a robotic car with automatic controls. Initiated a cultural activity club.
Communicative	-	Best Communicator of the year award. (2008) Best team worker in the company.

PERSONAL PROFILE:

Name : RAJA. S
Date of Birth : 24th September 1985
Father's Name : R. Sugumar
Gender : Male
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Language Known : Tamil, English & Hindi
Reference : Dr. S. Subramaniam,
Professor and Head,
Department of Mechanical Engineering,
K.S.R. College of Engineering,
Tiruchengode - 637 215.

Place : Erode

Date : 02nd September, 2014.

Signature,
(RAJA. S)

3. Write a job application letter to the HR Manager of TCS, Chennai for the post of System Analyst. Remember to add a Resume. Necessary details may be assumed.
4. Write a letter to the HRD manager of CMT Infosys, Chennai, applying for the post of Systems Analyst. Enclose your CV along with your letter.
5. Write a letter of job application for the post of General Manager to the Managing Director of a leading company. Add a suitable resume to your letter.

III. 1. Report on an Industrial visit.

K.S.R. COLLEGE OF ENGINEERING
TIRUCHENGODE - 637 215

Prakash,
The Class Representative,
II Year, Polymer Technology

The HOD,
Department of Polymer Technology

Dear Madam,

Sub: Report on the one-day industrial visit

On receiving the letter of permission from MRF Tyres Limited, Manadi, 30 students with two faculty members (Mr. Abu and Ms. Brinda Sujoe) went on an industrial visit to the factory on 18.01.2012.

We all assembled at the college at 8 am and left the college in a van. We reached the factory at 10 O'Clock. An engineer-in-charge of production received us at the entrance and gave a brief introduction to the factory. We were given masks to be worn. Then he took us around from one section to the next and explained the process involved in the making of tyres. The workers were doing the work concentrated. Everyone was wearing masks. He showed how oxygen would be supplied in case of any toxic leak, etc. A few robots are also employed to do certain repetitive minor operations. The visit came to an end at 2.30 pm. We left the premises at 3 pm.

It was an informative, interesting and a successful visit. As students of Polymer Technology, we learned a few applications of polymer.

We express our thanks to the HOD who permitted us to go on the visit, the faculty members who accompanied us and the officials who explained the various departments.

Thanking you,

Yours faithfully,

The Class Representative

2. **Imagine that you are the Safety Engineer of a car manufacturing factory. There has been a fire accident in the factory and one of the workers has been badly hurt and is in the hospital. Your General Manager has asked you to send him a detailed report on the accident together with your recommendations for averting similar accidents in the future.**

DYNAMIC MOTOR COMPANY LTD.
60, M.G. Road, Chennai – 93.

18.01.2012

R.K.Sharma
The Safety Engineer

The General Manager
Dynamic Motor Company Ltd.
Sir,

Sub: A report on the fire accident in the factory – Reg.

With reference to your intimation No. MD/NS/1831 dated 15.01.2012, a detailed study has been made on the fire accident that took place on the 10th of this month in our factory.

Last week, on 10.01.2012, a huge fire broke out around 2 p.m., in our Welding Department. It spread so quickly that it consumed fairly a large number of tools and spare parts. Above all, Mr. Kannan, our chief welder was also badly hurt. Luckily he was the only person working at that time as the other workers had gone for lunch. Immediately, fire men were summoned and they extinguished the fire after battling for about half-an-hour. Mr. Kannan was hospitalized and he is now recovering fast.

Under investigation, it was found that the broke out because of a short circuit in the main line. As Mr.Kannan had been welding at that time, the fire had spread quickly. In addition, the wires had worn out and needed replacement. All these had resulted in the devastating fire. The total loss is estimated to be nearly Rs.1,25,000.

To avoid such mishaps in the future, it is recommended that

- Wiring should be replaced and be checked at regular intervals for leakages.
- Enough fire extinguishers must be kept handy.
- Automatic fire extinguishing sprays can be installed.
- Proper fuses should be used to avoid excess flow.
- Employee should be given proper training with regard to the use of electrical components and fire extinguishers.

If all these measures are taken, definitely such accidents can be prevented in future and thereby, great loss to human as well other resources could be averted.

Yours faithfully,

R.K. Sharma
Safety Engineer

- A memo reports on an accident that took place in a leading car manufacturing unit.
 - A committee has been appointed by a manufacturing company to consider the demands of the Labour Union for higher wages, fewer hours of work and better service conditions. Draft the report of the committee giving its recommendations.
 - Imagine you are the staff secretary in your college. Submit a report to the Principal of your college regarding improving the results.
- IV. **1. Imagine that you are a Dean to the college. Send an e-mail to all your final year placement students to attend campus recruitment.**

From : Dean Academic <xyz@cres.edu.in>
To : Final Year Students <fys@cres.edu.in>
CC : All HOD's <hod@cres.edu.in>
BCC :
Subject : Placement
Attachment : Placement.doc

Dear students,

Our college placement cell is planning to mobilize companies for campus recruitment. All final year students are instructed to pay Rs. 1000/- (Rupees One Thousand only) through DD in favour of the Principal by the 10th of May. Everyone is asked to download the bio-data format from the college web page, fill it and hand it over to the placement cell by 08.05.15 failing which they won't be permitted to attend campus recruitment.

Wishing you all the best.

Dean Academic
K.S.R. College of Engineering

Tiruchengode.

2. **Imagine that you are a Team Leader in a company. Send an e-mail to all your team members congratulating them on the success of the project.**

From : Ashok@yahoo.com
To : raj@gmail.com, kumar@gmail.com, gopi@gmail.com
CC : All members
BCC :
Subject : Congratulations
Attachment : Congrats.doc

Dear friends,

I am delighted to express my congratulation on the successful completion of the project and its acceptance by our customer. It is the concerted effort put in by all team members helped to complete the work within the stipulated time. In order to share this happiness we will all meet at L'Meridian Hotel on Sunday at 7 p.m. with family.

Team Leader

3. Write an e-mail to your friend abroad about your college life.
4. Assume that you are the Works Manager in a factory. You find that a few workers are idling their time. Use the company web page to give a general warning to all workers.
5. Imagine yourself to be the instructor of a course in which 60 students have registered. Draft an e-mail to be sent to all the students asking them to select a topic of their choice and prepare for a professional presentation of 10 minute duration.
- V. 1. **Assume yourself to be the Purchase Officer of Nirmal Foundations Pvt. Ltd., write a letter inviting quotations to buy certain computer peripherals from Danish Technologies Pvt. Ltd., 13, Jawaharlal Nehru Marg. Anna Salai, Chennai. Mention clearly all details you expect from the dealers.**

02.02.17
Chennai

From

The Purchase Officer,
Nirmal Foundations Pvt. Ltd.,
57, Ponnu Complex,
East Vadi Street,
Chennai – 600 062.

To

The Sales Manager,
Danish Technologies Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
Anna Salai,
Chennai – 600 002.

Sir/Madam,

Sub : Quotation for Computer Peripherals – Reg.

We are running a computer institute. We have expanded our institute to accommodate 20 more systems. We would like to buy certain computer peripherals that are required immediately. We would like to have your lowest rates for these items along with details like discount on bulk purchase, the guarantee period and after –sales details, installation and transportation charges and your terms of payment.

S.No.	Items	Quantity
1.	12' colour monitor	10
2.	21' colour monitor	10
3.	Pentium IV processor	20
4.	UPS	10
5	Samsung Keyboards	20
6.	Logitech Mouse	20

We plan to start functioning in this new extension complex from the 1st of next month. So please let us know the details for the above products by 28th of this month. We look forward to hearing from you.

Thanking you,

Yours faithfully,
(Signature)

2. Imagine you are the General Caption of your college Sports Council. Write a letter calling for quotation from leading sports goods suppliers for the purchase of sports articles. Invent necessary details.

02.02.17
Chennai

From

General Captain,
Sports Council,
Oasis College of Engineering,
Tirunelveli - 9.

To

The Sales Manager,
Danish Technologies Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
Anna Salai,
Chennai - 600 002.

Sir/Madam,

Sub : Quotation for Sports goods - Reg.

As the General Captain of our college sports council, I would like to purchase some sports articles. I would be glad if you could quote the lowest price for the items. The details of the items are as follows :

S.No.	Items	Quantity
1.	Football	10
2.	Cricket ball	10
3.	Cricket bat	20
4.	Volley Ball	10
5	Shuttle cock	20

We would like to get these items by 15.02.17. Please include the transportation charges also in the bill. As we pay in cash, we expect a high discount rate. We look forward to hearing from you.

Thanking you,

Yours faithfully,
(Signature)

3. As the Purchase Officer of Raja Electronics Pvt. Ltd., Chennai - 93, draft a letter calling for quotation for the purchase of some furniture items for your new branch office. Invent necessary details.
4. Imagine yourself to be the manager of new branch office in your town, draft a quotation letter according to your needs. Invent necessary details.
5. Imagine you are the Stationary In charge of your college. Write a letter calling for quotation from leading company for the purchase of your items. Invent necessary details.

- VI. 1. Imagine that you have received the quotation from Danish Technologies Pvt. Ltd., but you have certain doubts in the quotation letter. Draft a letter to the Sales Manager, seeking clarification.

15.02.17
Chennai

From

The Purchase Officer,
Nirmal Foundations Pvt. Ltd.,
57, Ponnu Complex,
East Vadi Street,
Chennai - 600 062.

To

The Sales Manager,
Danish Technologies Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
Anna Salai,
Chennai - 600 002.

Sir/Madam,

Sub : Seeking clarification - Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/ 52 dated 2nd February 2017

Thank you for your letter of 2nd February enclosing the quotation and the latest catalogue. We are happy to place an order with you. However, we need some clarification.

In your quotation letter, the packing and forwarding charges are not mentioned separately as we had requested for. We would like to know whether the price quoted is inclusive of these charges or not. Also, we would like to know whether any discount is given if we pay in cash.

We would be grateful if you could clarify these, at the earliest, so that we can place the order.

Your prompt reply would be appreciated.

Thanking you,

Yours truly,
(Signature)

- 2. Imagine that you have received the quotation from Ganesh Computers Pvt. Ltd., but you have certain doubts in the quotation letter. Draft a letter to the Sales Manager, seeking clarification.**

15.02.17
Chennai

From

The Purchase Officer,
Priya Foundations Pvt. Ltd.,
57, Ponnu Complex,
East Vadi Street,
Chennai – 600 062.

To

The Sales Manager,
Ganesh Computers Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
Anna Salai,
Chennai – 600 002.

Sir/Madam,

Sub : Seeking clarification – Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/ 52 dated 2nd February 2017

Thank you for your letter of 2nd February enclosing the quotation and the latest catalogue. We have planned to place an order with but before that we need some clarification.

We need to know the details about your payment of method, as you have not mentioned that in your quotation and also we need to be clear on how much discount you would be giving to us. Let us know whether you will be delivering the packages and installing them or we have to install ourselves and also is there a service period for the newly purchased items..

We would be grateful if you could clarify these, at the earliest, so that we can place the order.

Your prompt reply would be appreciated.

Thanking you,

Yours truly,
(Signature)

3. Imagine that you have received the quotation but you have certain doubts in the quotation letter. Draft a letter to the Sales Manager, seeking clarification.
4. Draft a letter to the Sales Manager to seek clarification on the arrived quotation letter.
5. As the Purchase Officer of Ravi Foundations Pvt. Ltd., draft a letter to the Sales Manager to seek clarification on the arrived quotation letter.

VII. 1. Imagine you are placing an order to Danish Technologies Pvt. Ltd.

27.02.17
Chennai

From

The Purchase Officer,
Nirmal Foundations Pvt. Ltd.,
57, Ponnu Complex,
East Vadi Street,
Chennai – 600 062.

To

The Sales Manager,
Danish Technologies Pvt. Ltd.,
13, Jawaharlal Nehru Marg.

Anna Salai,
Chennai – 600 002.

Sir/Madam,

Sub : Placing order for Computer Peripherals – Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/52 dated 2nd February, 2017

3. Clarification letter No. M/53 dated 18th February, 2017.

Thank you for your quotation dated 18th February, 2017. The prices and the terms and conditions are acceptable to us. Your clarification related to packaging and forwarding charges are well taken.

We request you to send the below mentioned items within 5 days and install them.

S.No.	Items	Quantity
1.	12' colour monitor	10
2.	21' colour monitor	10
3.	Pentium IV processor	20
4.	UPS	10
5.	Samsung Keyboards	20
6.	Logitech Mouse	20

A crossed cheque No.320007 for the sum of Rs.50,000/- as advance payment is enclosed herewith. On receipt of the items and installation, the remaining amount will be settled in the form of demand draft on your company name.

Thanking you,

Yours faithfully,
(Signature)

2. Imagine you are the Purchase Officer, ANZ industry Pvt. Ltd., Kamaraj Street, Chennai. Place an order with the Murugan Radio House, Saidapet, Chennai.

27.02.17
Chennai

From

The Purchase Officer,
ANZ Industry Pvt. Ltd.,
Kamaraj Street,
Chennai – 600 062.

To

The Sales Manager,
Murugan Radio House,
Saidapet,
Chennai – 600 002.

Sir/Madam,

Sub : Placing order for Computer Peripherals – Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/52 dated 2nd February, 2017

3. Clarification letter No. M/53 dated 18th February, 2017.

Thank you for your quotation and the latest catalogue. We pleased to place an order for the following items on the terms and conditions agree upon.

S.No.	Items	Quantity
1.	Tape Recorder (TR 35Model)	5
2.	Radio sets (RS 4 Type)	5
3.	Cassets (90 mm)	1
4.	Stablizer (Volts)	2
5.	Record player (RP 152)	1

We would like to get these items before 14.03.17. We shall make the payment by crossed cheque as desired by you soon after the arrival and inspection of the items.

Thanking you,

Yours faithfully,
(Signature)

3. Write a letter placing order for the furniture items required for your new branch office.
4. Write a letter placing order for fans and lights for the hostel of your college.
5. Write a letter placing order for stationary items for your college.

VIII. 1. As the Purchase Officer of Nirmal Foundations Pvt. Ltd., write a letter of complaint to The Sales Manager of Danish Technologies Pvt. Ltd., on the discrepancies found in certain items supplied by them.

12.04.17
Chennai

From

The Purchase Officer,
Nirmal Foundations Pvt. Ltd.,
57, Ponnu Complex,
East Vadi Street, Chennai – 600 062.

To

The Sales Manager,
Danish Technologies Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
Anna Salai,
Chennai – 600 002.

Sir/Madam,

Sub : Complaint on Computer Peripherals received – Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/52 dated 2nd February, 2017

3. Clarification letter No. M/53 dated 18th February, 2017.

4. Delivery note No. XY/871 dated 08.03.17.

Thank you for delivering the items ordered for on the stipulated date. But the personnel who have to install the items have not turned so far. Also, we find certain sealing tampered with. Please send your men and do the needful at the earliest as we are not able to kick start our program as per schedule.

Thanking you,

Yours faithfully,
(Signature)

2. As the Purchase Officer of Max Computer Pvt. Ltd., you had received a consignment of four computers on order from Siva Computer Ltd., New Delhi. But out of them two are with lower configurations than you paid for. Write a letter of complaint asking for immediate replacement.

12.04.17
Chennai

From

The Purchase Officer,
Max Computer Pvt. Ltd.,
Chennai.

To

The Sales Manager,
Siva Computers Pvt. Ltd.,
13, Jawaharlal Nehru Marg.
New Delhi

Sir/Madam,

Sub : Complaint on Computer Peripherals received – Reg.

Ref : 1. Our letter No. JN/47-2017

2. Quotation No. M/52 dated 2nd February, 2017

3. Clarification letter No. M/53 dated 18th February, 2017.

4. Delivery note No. XY/871 dated 08.03.17.

Thank you for delivering the consignment of four computers ordered on the stipulated date. But on opening the containers, it was found that 2 computers were lower configuration than we had paid for. Please send your personnel and replace the two systems at the earliest as we are not able to kickstart our program as per schedule.

Thanking you,

Yours faithfully,
(Signature)

3. Imagine that you got the supply of furniture items. But there are some defective items in the supply. Write a letter of complaint stating the defects and seeking replacement of the items.
4. Write a letter of complaint stating the defects that you found on delivered items.
5. Write a complaint letter stating the problem that you are facing on the newly arrived materials.

IX. 1. Write a dialogue between a bank officer and Ms. Sheema for opening an account.

Ms. Sheema : Excuse me, I want some details on opening a savings bank account here.

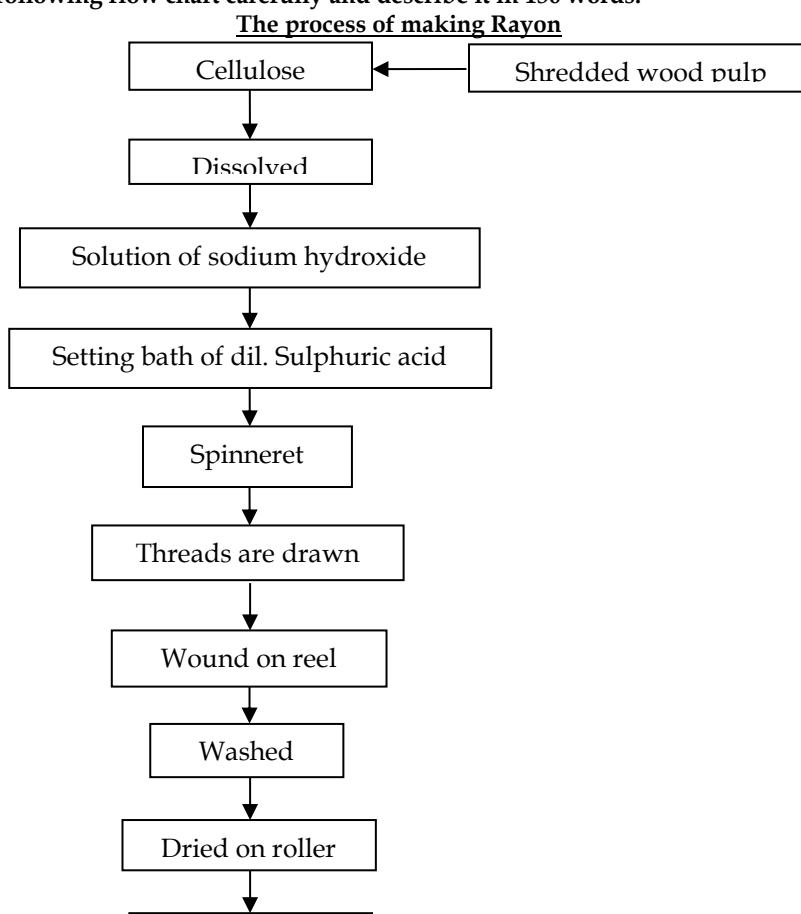
Officer : Oh, sure, Madam! Are you new to this bank?
 Ms. Sheema : Yes. I have come to Chennai from Pune just a week ago. But I have an account with your Pune branch
 Officer : Oh! Then that shouldn't be a problem at all. Do you want to transfer your account from Pune to this branch or do you want to open a new account here?
 Ms. Sheema : Please tell me which could be easier and faster?
 Officer : Transferring the account would be faster and easier. Please fill up this form and bring two passport size photos.
 Ms. Sheema : By the way, does the Chennai branch have the ATM facility?
 Officer : Sure, Madam. We have the ATM facility all over India.
 Ms. Sheema : Thank you very much!
 Officer : You're most welcome!

2. Two students, Maria and Ali are sitting at a table in Vijay Restaurant waiting to be served. After a few minutes, they converse.

Maria : The service is really slow here. I've been trying to get the waiter's attention for the last ten minutes
 Ali : I hope he waits on us soon. I have a class at two o'clock.
 Maria : Me, too. Oh! I understand from the English book in your hand that you must be a student at the English Language Centre.
 Ali : Yeah. I'm in the fourth course. Are you also studying there?
 Maria : Yes, I'm in the fifth course. I took the fourth course last month.
 Ali : I just came here two weeks ago. Do you like the institute?
 Maria : Sure! How long are you going to be here?
 Ali : I guess a year, but sometimes I feel like going home tomorrow.
 Maria : You'll get used to it. Where are you from?
 Ali : Saudi Arabia. How about you?
 Maria : I am from Venezuela. I will be staying here only for three months.
 Then I go to Columbia University in New York.
 Ali : Hi. Oh, here comes the waiter. It looks like we're going to get served after all.

3. Write a dialogue between the manager of a bookshop and a student.
4. Write a dialogue between two friends Ramesh and Suresh meet after a long time. Both exchange greetings and discuss on the course they are studying.
5. Write a dialogue between a shopkeeper and a customer.

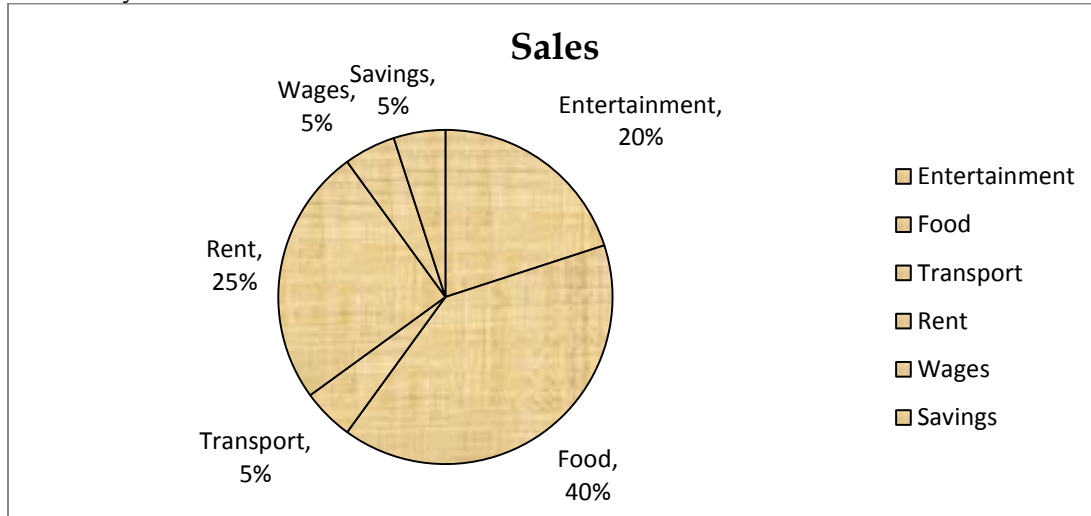
X. 1. Study the following flow chart carefully and describe it in 150 words.



Answer:

Rayon is a man-made fibre. It is in fact, a reconstituted natural fibre-cellulose. Rayon is made by dissolving cellulose in a solution of sodium hydroxide, or caustic soda, as it is usually called. The cellulose is obtained from shredded wood pulp. The dissolved cellulose is formed into threads by forcing it through a spinneret in a setting bath of dilute sulphuric acid. The threads are drawn from the setting bath, wound on reel, washed, then dried on a heated roller and finally wound on to a bobbin.

2. Look at the following pie chart which shows the different ways Mr. Krishnan spends his monthly income. Write a paragraph presenting the information contained in the chart whether Mr. Krishnan is spending his income wisely or not in about 100 words.



Answer:

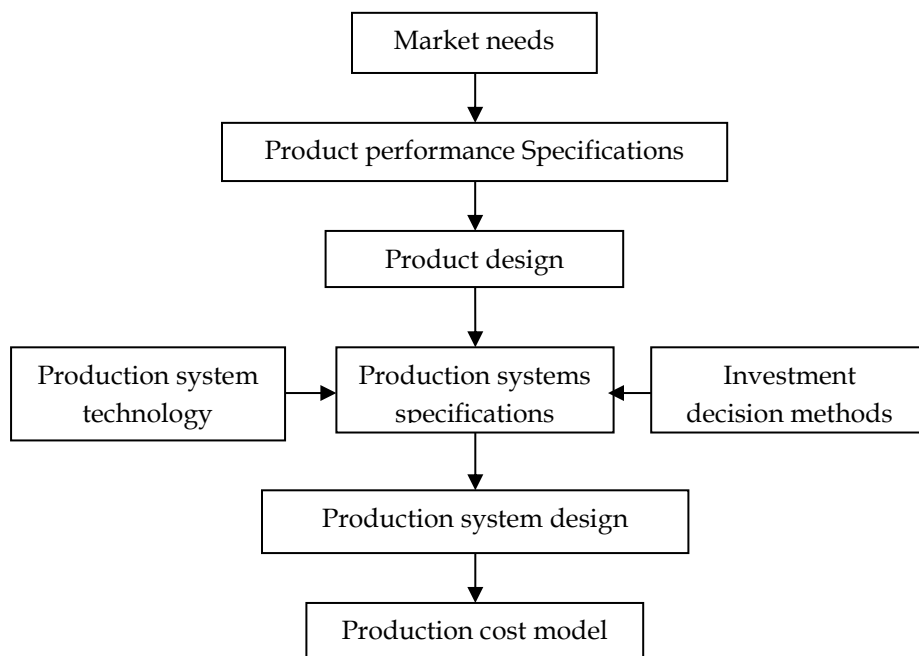
The given pie chart shows the different ways Mr. Krishnan spends his monthly income.

Mr. Krishnan has his own lifestyle. He spends the chunk of his income, 40% on food. For rent, he pays 25% of his monthly income. On entertainment, he spends 20% of his monthly income. He spends 5% of his monthly income on transport and an equal amount on wages. After all this, he is able to save only 5% of his monthly income.

Mr. Krishnan is not spending his income wisely. Perhaps he believes in enjoying life without much thought for the future. That is why he spends 60% of his monthly income on food and entertainment. To make life comfortable, he lives in a house for which he pays 25% of his monthly income as rent. It seems he discounts the future heavily. That is why he saves only a meager percentage (5%) of his monthly income.

If Mr. Krishnan spends less on food, entertainment and rent and saves more, he can have a secure and comfortable future.

3. Study the flowchart and write a paragraph on the market analysis.



XI. 1. You are the college union president in charge of the valedictory function of the union to be held in your college. Write a checklist of the 8 most important items to be taken care of for the smooth conduct of the function. Do not forget to give a suitable for the check list.

Checklist for conducting a function

	Yes	No
i) Have I made arrangements to receive the Chief Guest?	<input type="checkbox"/>	<input type="checkbox"/>
ii) Are the college sports' personnel ready for giving Guard of Honor?	<input type="checkbox"/>	<input type="checkbox"/>
iii) Is the college band ready to play the relevant numbers?	<input type="checkbox"/>	<input type="checkbox"/>
iv) Has the seating arrangement on the dais been made properly?	<input type="checkbox"/>	<input type="checkbox"/>
v) Are there sufficient chairs for the spectators?	<input type="checkbox"/>	<input type="checkbox"/>
vi) Is the PA system in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
vii) Are there sufficient volunteers to write the certificates?	<input type="checkbox"/>	<input type="checkbox"/>
viii) Has sufficient amount of refreshments' been brought?	<input type="checkbox"/>	<input type="checkbox"/>

2. Imagine that you have to go to Bangalore to attend an interview. Make an eight-item checklist with a proper title for your own reference. Write a checklist containing eight items which will help you prepare for the interview.

3. You have decided to go on a weeklong tour with all the members of your family. **Prepare a checklist** that consists of eight items that are to be checked before you leave the house.

4. **Prepare a checklist** for things to be done before appearing for an examination

5. **Write a checklist** for your college annual day celebrations

XI. 1. Assume that you are the Secretary of your College Union. You plan to organize the Annual Inter-Collegiate meet. Prepare Circular, Agenda & Minutes for the meeting.

CIRCULAR	
K.S.R College of Engineering(An Autonomous), Tiruchengode - 637 215	21.1.19
Notice	
There will be meeting for all the Union Bearers at Training Hall - 1 to discuss the Annual Inter-Collegiate meet on 22.1.19, 10 AM..	
AGENDA	
Revision of previous meeting	
Annual Inter-Collegiate Meet	
Programmes & Events	
Prize Distribution	
Stage Decorations	
The Secretary	
To : All Union Bearers	

MINUTES OF THE ANNUAL INTER-COLLEGIATE MEET

S.No.	Topics for Discussion	Action Column
1.	Approval of minutes of the last meeting during the beginning of the academic year.	
2.	The Secretary talks out the purpose of the meeting.	
3.	Date is fixed & the Chief Guest is decided upon & Invitation to be prepared.	Mr.R.Praveen
4.	Events decided and to be organized in a good manner.	Mr.Sarash & Ms.Emily to coordinate with the faculty in-charge.
5.	Prizes and certificates to be made ready.	Ms.Karpagam & Mr.Mano to coordinate with the faculty in-charge and the office.
6.	Stage decorations and stall arrangements	Mr.Raju, Mr.Deepak, Mr.Gopi Ms.Kaviya and friends to do the rangoli.
7.	P.A.System, Tamil Thai Vazhthu and National Anthem	Mr.Vasu to coordinate with P.A. System in-charge
8.	Next meeting is decided to be held after a week.	