

Mid-West University
Examinations Management Office
End Semester Examinations 2081

Bachelor level/ B.E. Hydropower/ 3rd Semester

Time: 3 hours

Subject: Communication English (SH432/SH202)

Full Marks: 50

Pass Marks: 25

- *Attempt all the questions*
- *Figures in the margin indicate full marks.*
- *Assume suitable values, with a stipulation, if necessary.*
- *Candidates are required to answer the questions in their own words as far as possible.*

Group A [6x5=30]

1. What is technical talk or professional talk? How do you present professional talk based on notes? [2.5+2.5]
2. What do you mean by Effective Writing? Present the fundamentals/basics of Effective writing. [2.5+2.5]
3. What do you mean by Proposal Writing? List out the format/structure of technical proposals. [1.5+3.5]

Or

Imagine yourself a secretary of a company, write a notice to the executive committee members to attend an urgent meeting to be held on 12th May, 2024. [5]

4. How do you define Effective Speaking? What are the fundamentals of Effective Speaking? [2.5+2.5]
5. What is official letter? What are the qualities of a good official letter? [2.5+2.5]
6. What is Report Writing? Describe the importance of reports. [2.5+2.5]

Or

Assume yourself a General Manager of a company, prepare a memo to be circulated to the employees of the organization informing them of the change in the working hours, explaining the reasons for the change. [5]

Group B [2x10=20]

7. What do you mean by meeting? What do you mean by minutes? Describe the process of meeting conduction in detail. [2.5+2.5+5]
8. Read the following passage and answer the questions given below.

Conflict had existed between Spain and England since the 1570s. England wanted a share of the wealth that Spain had been taking from the lands it had claimed in the Americas.

Elizabeth I, Queen of England, encouraged her staunch admiral of the navy, Sir Francis Drake, to raid Spanish ships and towns. Though these raids were on a small scale, Drake achieved dramatic success, adding gold and silver to England's treasury and diminishing Spain's supremacy.

Religious differences also caused conflict between the two countries. Whereas Spain was Roman Catholic, most of England had become Protestant. King Philip II of Spain wanted to claim the throne and make England a Catholic country again. To satisfy his ambition and also to retaliate against England's theft of his gold and silver, King Philip began to build his fleet of warships, the Spanish Armada, in January 1586.

Philip intended his fleet to be indestructible. In addition to building new warships, he marshaled 130 sailing vessels of all types and recruited more than 19,000 robust soldiers and 8,000 sailors.

Although some of his ships lacked guns and others lacked ammunition, Philip was convinced that his Armada could withstand any battle with England.

The martial Armada set sail from Lisbon, Portugal, on May 9, 1588, but bad weather forced it back to port. The voyage resumed on July 22 after the weather became more stable.

The Spanish fleet met the smaller, faster, and more maneuverable English ships in battle off the coast of Plymouth, England, first on July 31 and again on August 2. The two battles left Spain vulnerable, having lost several ships and with its ammunition depleted. On August 7, while the Armada lay at anchor on the French side of the Strait of Dover, England sent eight burning ships into the midst of the Spanish fleet to set it on fire. Blocked on one side, the Spanish ships could only drift away, their crews in panic and disorder. Before the Armada could regroup, the English attacked again on August 8.

Although the Spaniards made a valiant effort to fight back, the fleet suffered extensive damage. During the eight hours of battle, the Armada drifted perilously close to the rocky coastline. At the moment when it seemed that the Spanish ships would be driven onto the English shore, the wind shifted, and the Armada drifted out into the North Sea. The Spaniards recognized the superiority of the English fleet and returned home, defeated.

Questions:

- a) What was the reason of the struggle between Spain and England?
- b) What was called the Spanish Armada?
- c) What was happened on July 31 and August 2?
- d) Who was defeated at the end?
- e) Make sensible sentences using the underlined words from the passage.

Or

Write a job application to Karnali Cement Factory, enclosing a CV for the vacancy for the post of Junior Engineer. [10]

The End