

Communication Skills
(HU-101, Dec 2006)

Time: 3 Hrs

Max Marks: 60

Note: Section A is compulsory. Attempt any four questions from Section B and two from Section C.

Section-A

1. (a) How is an invitation for a quotation different from a tender notice?
 (b) What is meant by an ombudsperson?
 (c) What is a resume? What is its main function?
 (d) "Poise is an important skill of discussion". Explain.
 (e) Distinguish between Diphthongs and Monophthongs.
 (f) What is the significance of 'posture' in listening?
 (g) Discuss briefly how appendix adds value to the report.
 (h) Substitute one word for the following:
 (1) The absence of government in a country
 (2) Hard to please
 (i) What do the following abbreviations stand for?
 (j) Transcribe the following words:
 (1) molecule (2) memo

Section-B

2. (a) Explain the process of communication.
 (b) Why communication is important in the social and commercial world?
3. What are the skills of effective reading?
4. What are the characteristics of technical paper writing? What kind of preparations one need prior to writing a technical paper?
5. Do as directed:
 - (a) Transform the following into negative sentences:
 (i) This plan is possible
 (ii) He is too noble to be mean
 - (b) Transform the following into complex sentences:
 (i) His offence was unpardonable
 (ii) He started by night to escape being seen by anyone.
 - (c) Use the following words as nouns and verbs:
 (i) Open (ii) Thread
 - (d) Correct the following:
 (i) Although he was busy, but he guided me well
 (ii) The peon rang the bell before she reached the college.

Section-C

6. You are working in the marketing division of a cosmetic company. Identify the market segment and draft a sales letter propagating the extra-plus in your latest talcum powder.
7. What are the different barriers to listening? How can we overcome these barriers?
8. (a) How can audience research help one in making effective presentation?
 (b) Classify the consonants on the basis of the place of articulation.
9. (a) What areas of telephone skills need to be developed in a business organization?
 (b) What are the skills involved in effective meeting?