

**Communication Skills
(CS-101, Dec-2007)**

Note: Section A is compulsory. Attempt any five questions from Section B & C taking at least two questions from each Section.

Section-A

1. a). Process of communication.
 b) Reading activities
 c) Elements of effective writing
 d) Psychological barriers to listening
 e) Role of lips in speech mechanism
 f) Use the following as nouns and verbs: Sleep, win
 g) Substitute with one word: Custom of having many wives; one who eats everything
 h) Change into complex sentences:
 i) I was surprised to hear the news
 ii) She told me to return home
 i) Change into negative sentence (without changing the sense/meaning):
 i) I am too weak to walk
 ii) Only I can do this work
 j) What do following stand for? : RSVP, BC.

Section-B

2. Discuss role of communication in a progressive society.
3. Discuss structure of meaning techniques.
4. Elaborate various writing styles.
5. (a) Transform the following sentences into simple sentences:
 i) Our clerk is so corrupt that he cannot be popular
 ii) She never does anything that is silly.
 iii) He is poor, but he is satisfied
 iv) He was sad because he could not convince her
 (b) Define any two of the following technical terms: Election, Velocity, and Gravitation.

Section-C

6. Imagine you are Gaganjeet Singh, purchase Officer, International Traders (P) Limited, New Delhi. Write a business letter to Wipro Infotech (P) Limited, New Delhi requesting them to quote rates of computers and printers available with them. Invent all details yourself.
7. Discuss the process of listening.
8. What are plosives? Discuss various categories of plosives in detail.
9. What points must be borne in mind while conducting/attending a meeting.