

Roll No. ....

Total No. of Questions : 09]

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B.Tech. (Sem. - 1<sup>st</sup>/2<sup>nd</sup>)

COMMUNICATION SKILLS

SUBJECT CODE : HU - 101 (2K4 & Onwards)Paper ID : [A0115]

[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is Compulsory.
- 2) Attempt any Five questions from Section - B & C.
- 3) Select atleast Two questions from Section - B & C.

## Section - A

Q1) Define the following :

(Marks : 2 each)

- a) Communication.
  - b) Reading Skill.
  - c) Memorandum.
  - d) Tender.
  - e) Body Language.
- Differentiate between :
- f) Verbal and non verbal communication.
  - g) Hearing and listening.
  - h) Notice and memo.
  - i) Individual and group behavior.
  - j) Mass communication and grapevine.

## Section - B

(Marks : 8 each)

Q2) Discuss in detail the purposes of reading and explain a model of reading skill.

Q3) Discuss the process of communication with suitable illustrations.

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P.T.O.

**Q4)** (a) What are the elements of effective writing? Elucidate.

(b) Write a note on scientific technical writing.

**Q5)** Use the following similar sounding words in sentence of your own to make their meaning clear.

(a) Device, Devise

(b) Eligible, illegible

(c) Affect, Effect

(d) Beside, Besides.

**Section - C**

**(Marks : 8 each)**

**Q6)** What are the various purposes of for which group discussion is held?

**Q7)** Explain the statement 'Listen not only with your ears but also with your eyes'.

**Q8)** Why has importance of reports increased in our times?

**Q9)** Draft a letter inviting quotations for office furniture items. Invent necessary details regarding size.

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