

Roll No. ....

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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 at least **Two** questions from Section - B & C

**Section - A****Q1)****(Marks : 2 Each)**

- a) What is Reading between lines?
- b) What is the difference between technical writing and scientific writing?
- c) Is feedback the sender's way of determining the effectiveness of his message?
- d) What is body language?
- e) Differentiate between verbal and non verbal communication.
- f) Differentiate between gestures and postures.
- g) Differentiate between summary and abstract.
- h) Why is it said that communication is irreversible?
- i) What is role switching?
- j) What is Thesaurus?

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**Section - B****(Marks : 8 Each)**

- Q2)** Discuss roles of the sender and the receiver in the communication process.
- Q3)** Describe the various reading techniques. Which according to you is more important?
- Q4)** Describe the essential features of technical writing. What is the role of technical writing skills in an engineer's career?
- Q5)** Transform the following sentences as per directions indicated:
- (a) A state of disorder/ lack of government (one word substitute).
  - (b) An imagined perfect state/ place of thinking (one word substitute).
  - (c) Compact disc (technical description).
  - (d) I watch movies every week (active to passive).
  - (e) What does the abbreviation www stand for ?
  - (f) What does the abbreviation IDBI stand for ?
  - (g) Jack said, "My wife went with me to the show." (direct to Indirect speech).
  - (h) He asked, "Why are you studying English"? ( direct to Indirect speech).

**Section - C****(Marks : 8 Each)**

- Q6)** 'A good speaker should have a good voice'. Do you agree? Explain with examples.
- Q7)** Are Group discussions important? How can group discussions be made more effective?
- Q8)** Are all effective speakers good listeners? Why or why not?
- Q9)** Prepare a resume for a post of Marketing manager for a toy company.

