

Roll No.

Total No. of Pages : 2

Total No. of Questions : 09

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

COMMUNICATION SKILLS

Subject Code : HU-101 (2005-2010 Batches)

Paper ID : [A0124]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION - B & C. have FOUR questions each.
3. Attempt any FIVE questions from SECTION B & C carrying EIGHT marks each.
4. Select atleast TWO questions from SECTION - B & C.

SECTION-A

1. Write briefly :
 - (a) Role of feedback in communication
 - (b) Figurative Expression
 - (c) Difference between Bibliography and Reference
 - (d) Evaluative Listening
 - (e) Fricative Sounds
 - (f) Four key elements of effective participation in group discussion.
 - (g) Minute-writing mechanism in the context of Business meeting.
 - (h) Use of audio-visual aids in an oral presentation.
 - (i) Solicited and unsolicited job application letter.
 - (j) Do one word substitution :
 - (i) One who is unable to pay one's debts.
 - (ii) A person who comes as a settler into a foreign country.

SECTION-B

2. Define communication. How does communication play its due role in the upliftment of society? (3+5=8)
3. Explain various reading purposes. Discuss various strategies which are employed to achieve different reading purposes. (3+5=8)
4. Do as directed :
 - (i) It is reported by a journalist that they are leaving Chennai tomorrow night. (Change the voice) (1)
 - (ii) Walk quickly or you will not reach the station on time. (Change into simple sentence) (1)
 - (iii) We all know the reason of his popularity. (Change into complex sentence) (1)
 - (iv) My brother said to me, "Why have you made such a mess here in my book?" (Change into indirect speech) (1)
 - (v) Colour, move (use each of the words both as noun and verb) (2+2 = 4)
5. What do you understand by the term technical writing ? How is it different from general-purpose writing ? (2+6=8)

SECTION-C

6. Define different types of reports. Write a detailed account of various steps of a project report. (3+5=8)
7. Explain process of listening. Discuss various barriers to listening. (3+5=8)
8. Define English vowel sounds. Classify them into pure vowels and diphthongs. Explain speech mechanism involved in the production of English vowel sounds. (2+3+3=8)
9. "Agenda and minutes are crucial to an official meeting." Justify the statement by pointing out their importance in the smooth conduct of a business meeting. (8)