

**B.Tech. (Sem.- 1<sup>st</sup> and 2<sup>nd</sup> )  
COMMUNICATION SKILLS**

Paper Code : HU-101

Paper ID: [A0124]

Time: 3 Hrs.

Max. Marks: 60

*Note: (i) Question No. 1 is compulsory.**(ii) Attempt FIVE questions from Part A and B with at least two questions each from Part A and Part B.*

- Q1. Write short notes on the following : (10x2=20)
- a) Non-verbal communication
  - b) Guessing the meaning from contextual clues while reading
  - c) Referencing & styling in technical writing
  - d) Use each of the following as noun and verb: Man; perfect
  - e) Give one-word substitutes for the following:
    - i) Degrading the quality by adding something undesirable.
    - ii) That which cannot be changed.
  - f) Differentiate between a letter and memo
  - g) Significance of feedback in effective listening
  - h) Transcribe the following words in IPA: Action; heard
  - i) Role of pronunciation of the letter 'R' in a word
  - j) Role of etiquettes in telephonic conversation

**SECTION-A**

- Q2. What are various channels of communication flow? Discuss with examples the significance of effective communication in an organization. 8
- Q3. Discuss the various purposes and process of reading. 8
- Q4. Explain the various elements of style of technical writing. 8
- Q5. Do as directed: 8
- i. How was it managed? (Change the voice)
  - ii. Light the lamp, (change the voice)
  - iii. Nobody could understand why he suddenly got so much angry, (change into simple sentence)
  - iv. He was too embarrassed to face his colleagues, (change into negative)
  - v. The doctor told the patient that he would die soon if he did not quit smoking, (Change into direct speech)
  - vi. Mother said to her child, "Have you finished your meal?" (Change into indirect speech)
  - vii. Give the full form of abbreviation- w.e.f.
  - viii. Give the full form of abbreviation- A.M.

**SECTION-B**

- Q6. Discuss the structure of a formal Report. 8
- Q7. Explain the process of listening. How does listening help in developing Effective speaking skills? 8
- Q8. Narrate the production and classification of various speech sounds. 8
- Q9. Discuss the essentials of successful performance in a Group discussion. 8

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