

Roll No. ....

Total No. of Questions : 09]

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**Paper ID [HU101]**

(Please fill this Paper ID in OMR Sheet)

**B.Tech. (Sem. - 1<sup>st</sup>/2<sup>nd</sup>)****COMMUNICATION SKILLS (HU - 101)****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)****(2 Marks Each)**

- a) Write short notes on the following:
  - i) Importance of Communication.
  - ii) Reading Models.
  - iii) Audio Visual Aids.
  - iv) Physical Barriers to Listening.
  - v) Role of Tongue in Speech Mechanism.
- b)
  - i) Use the following as Nouns and Verbs: Toy, Watch.
  - ii) Substitute with one word: Disbeliever of God, A thing which catches fire easily.
  - iii) Change into complex sentences:
    - 1) Does he wish her to help him?
    - 2) It is too cold to drink.
  - iv) Change into negative sentence (without changing the sense/meaning):
    - 1) He is more intelligent than his brother.
    - 2) He tried every plan.
  - v) What do following stand for?: AD, UNO.

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

**Q2)** Discuss the process and kinds of communication.

**Q3)** Discuss the process and purposes of reading.

**Q4)** Elaborate various aspects of scientific and technical writing.

**Q5) (a)** Transform the following sentences into simple sentences:

(i) Unless he uses specs he cannot study at night.

(ii) He congratulated me because I had stood first.

(iii) He must work hard or he will fail.

(iv) She is angry, yet she is not complaining.

**(b)** Define any two of the following technical terms: Gravitation, Electrolysis, Atom.

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

**Q6)** Imagine you are Kamlesh Sabharwal, Accounts Officer; Global Systems (P) Limited, Chandigarh. Write a letter to HCL Infosystems (P) Limited requesting them to expedite supply against an earlier placed order. Invent all details yourself.

**Q7)** Discuss effective listening and feedback skills.

**Q8)** What are fricatives? Discuss various categories of fricatives in detail.

**Q9)** What points must be borne in mind while attending telephone calls?