

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 at least Two questions from Section B & C.

## Section - A

Q1)

(Marks : 2 Each)

- a) What is meant by technical writing?
- b) What are advantages of feedback in communication?
- c) Write one word for "any body who is present everywhere".
- d) Mention any two advantages of good writing skills.
- e) Expand AIDS.
- f) What is difference between hearing and listening?
- g) What is purchase order?
- h) What is phonetic transcription?
- i) What are advantages of group discussions?
- j) Mention any four advantages of non-verbal communication.

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

- Q2)** Define Communication. Elaborate the process of Communication with the help of diagram.
- Q3)** What are the different reading purposes? Also discuss the process of reading.
- Q4)** Discuss the different elements of effective writing. What are various writing styles used in communication?
- Q5)** Do as directed.
- The mother said, "Go and bring vegetables from the market". (change in Indirect Narration)
  - His father will be in the office today. (change the sentence in negative).
  - We are not careless. (Rewrite the sentence in singular).
  - \_\_\_\_\_ sky was overcast. (fill in the blank with 'a', 'an' or 'the').
  - He is more intelligent than I. (correct the sentence).
  - They enjoyed \_\_\_\_\_ very much. (Use the correct pronoun).
  - Expand ISRO.
  - Expand WHO.

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

- Q6)** 'Dell Mohali' has advertised vacancies for 'Engineer Trainee' for its Mohali office. Write a job application letter to Dell Mohali applying for the above post.
- Q7)** Discuss, with examples, the various barriers to listening.
- Q8)** Elaborate the role and advantages of audio visual aids in oral presentation.
- Q9)** What are the key factors to be taken care of while conducting a meeting?

