

Roll No.

Total No. of Questions : 09]

[Total No. of Pages : 03

B.Tech. (Sem. - 1st/2nd)**COMMUNICATION SKILLS****SUBJECT CODE : HU - 101 (2k4 & on wards)****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 are the semantic barriers to effective communication?
- b) Explain SQ3R technique of Reading.
- c) What is the importance of clarity of thought in writing skills?
- d) What is evaluative listening?
- e) "Effective writing is always unified." Elaborate.
- f) Differentiate between bibliography and list of references.
- g) Write short note on grapevine.
- h) What do the following abbreviations stand for :
 - (i) Atm
 - (ii) Mfg
- i) Transcribe the following words :
 - (i) Align
 - (ii) Charge
- j) How to deal with wrong numbers in telephonic conversations?

R-811**P.T.O.**

Section - B*(Marks : 8 Each)*

- Q2)** "Communication is a two way process" Explain. Describe its relevance in present times.
- Q3)** Explain the basic objectives of reading. How do Eye movements and eye fixation affect reading?
- Q4)** What is a paragraph? What are the essentials of effective paragraph writing?
- Q5)** Do as directed :
- (a) Use the following words as Nouns and Verbs :
 - (i) Attach
 - (ii) Imagine
 - (b) Correct the following
 - (i) Please give me a chalk.
 - (ii) My problem is the same as yours.
 - (c) Give one word substitution for the following :
 - (i) A book of accounts showing debits and credits.
 - (ii) A speech made without preparation.
 - (d) Change the narration :
 - (i) Nehru said, "It's fateful day for us in India".
 - (ii) "Are you going to see him off at the station"? I asked her.

Section - C*(Marks : 8 Each)*

- Q6)** Professor N.R.Gupta has asked you whether you would be interested in the post of an engineer with Lalvani Sugar Mills, Mathura road, Faridabad. Write an application for the post of an engineer enclosing your resume.
- Q7)** What are the obstacles to good listening? How can these obstacles be overcome?

- Q8)** (a) The nonverbal Communication of the speaker is as important as the verbal Communication. Explain.
- (b) How do oral visual aids supplement over oral presentations?

Q9) How can you, as a chairman, ensure the success of a meeting?

