

Roll No.

Total No. of Questions : 09]

[Total No. of Pages : 02

B.Tech. (Sem. - 2nd)
COMMUNICATION SKILLS

SUBJECT CODE : HU - 101

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 atleast Two questions from Section - B & C.

Section - A

(Marks : 2 Each)

Q1)

- a) Give two advantages of grapevine communication.
- b) What is expository writing?
- c) Explain the terms- Syllable and Accent.
- d) What is Chronemics?
- e) What is stage fright?
- f) What are the prosodic features of speech?
- g) What is paralanguage?
- h) What is passive listening?
- i) Differentiate between References and Bibliography.
- j) Write two characteristics of a good notice?

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

- Q2)** "Communication is a two-way process". Explain in this context the role of feedback in communication.
- Q3)** Why is reading important? What are the essential differences between a good reader and a poor reader?
- Q4)** Describe the important features of technical writing, especially scientific attitude.
- Q5)** Transform the following sentences as per directions indicated :
- (a) One who is quite like a woman. (one word substitute)
 - (b) One who speaks less. (one word substitute)
 - (c) The tennis club was holding a meeting at 6.30. (active to passive)
 - (d) The vet told Jackson to get out of the house. (active to passive)
 - (e) What does the abbreviation BRICS stand for?
 - (f) What does the abbreviation ICSSR stand for?
 - (g) 'Have you anything to say on behalf of the accused?' Said the judge finally. (direct to Indirect speech)
 - (h) Alladin said to the magician, 'What have I done to deserve so severe a punishment?' (direct to Indirect speech)

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

- Q6)** Explain the importance of appearance and voice control in making a presentation.
- Q7)** What are the essentials of a good resume? What precautions should be taken in writing a resume?.
- Q8)** What are the different types of listening? How can listening be made effective?
- Q9)** What is the purpose of a Group Discussion? Discuss the various do's and don'ts of a group discussion?

