

Roll No.

Total No. of Questions : 09]

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B. Tech. (Sem. - 1st)
COMMUNICATION SKILLS

SUBJECT CODE : HU - 101

Paper ID : [A0124]

[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 diagonal communication?
- b) What is intonation?
- c) What is memo?
- d) What is Kinesics?
- e) Give two advantages of informal business communication?
- f) Give two ways to crack the group Discussion.
- g) Differentiate between a quotation and tender.
- h) Differentiate between summary and abstract.
- i) Give the technical description of a compact disc.
- j) What is the difference between circular and order?

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

- Q2)** What is communication? Describe the various channels of communication.
- Q3)** Discuss the various Reading techniques. Also explain the faulty reading techniques.
- Q4)** What is Expository Writing? Describe its main patterns.
- Q5)** Transform the following sentences as per the directions indicated :
- (a) One who loves mankind. (one word substitute)
 - (b) One who pretends to be what he is not. (one word substitute)
 - (c) A client delayed Joanne when she was leaving the office. (active to passive voice)
 - (d) The dog had bitten off his fingers. (active to passive voice)
 - (e) What does NATO stand for :
 - (f) What does NABARD stand for :
 - (g) 'Are you coming with us?' he asked me. (direct to Indirect speech)
 - (h) 'Can you solve this problem?' he asked me. (direct to Indirect speech)

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

- Q6)** How can audio visual aids help in Effective communication?
- Q7)** Prepare your curriculum vitae for applying for the post of technical manager.
- Q8)** How listening is different from hearing? Why is listening important?
- Q9)** Why are many companies and institutes making group discussion as the first criteria for screening the candidates for face - to - face interviews? What steps should be followed for making Group discussion effective?

