

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**B. Tech. (Sem.–Ist/IInd)
COMMUNICATION SKILLS
Subject Code : HU-101
Paper ID : [A0124]**

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY.
2. Attempt any FIVE questions from SECTION - B & C.
3. Selecting at least TWO questions from SECTION - B & C each.

SECTION-A

(2 marks each)

1. Write short notes on :

- (a) Function of Downward communication.
- (b) Empathetic Listening.
- (c) Explain Verbal and Non-verbal communication.
- (d) Two important functions of group discussion.
- (e) Active Reading.
- (f) Reference and Bibliography.
- (g) Unity and Coherence in writing.
- (h) Define Diphthongs.
- (i) (i) He said to me, "Have you heard this news" ?
(ii) "My God ! What have you done ?" he said.

(Change into indirect speech)

- (j) Give the full forms of these abbreviations amp., B.C.

SECTION-B**(8 marks each)**

2. Discuss the various types of interpersonal barriers which hinder the communication process. Support your answer with suitable examples.
3. What strategies should one follow to become an effective reader ?
4. “The three important factors for technical writing are purpose, audience and tone”. Elaborate.
5. Do as directed :
 - (a) Why has Sohan not finished his work ?
 - (b) Who has invited you to the feast ? (Change the voice)
 - (c) I have no money that I can spare. (Change into simple sentence)
 - (d) near, only. (Only each word both as adjective and adverb)
 - (e) His services to the Indian Army have been too great to be forgotten. (Change into negative sentence)
 - (f) A person who is hard to please. (Do one word substitution)
 - (g) A person whose only motive is to make money. (Do one-word sustitution)

SECTION-C**(8 marks each)**

6. Discuss the barriers to listening in detail and give suggestions to overcome each one of them.
7. How is the production of vowel sounds different from that of consonant sounds ? Classify the basic sounds of English.
8. “For participating effectively in a group discussion one requires the right combination of speaking and listening skills”. Explain.
9. Write a collection letter regarding the collection of Rs. 50,000 from a debtor. Invent necessary details.