

Roll No _____

HU-101

Total NO of pg : 2

B. TECH. (IST/IIND SEM)
May, 2014

HU-101 : COMMUNICATION SKILLS

Time : 3 hours

Maximum Marks : 60

Note : Question 1 is compulsory. Attempt five questions from part A and Part B selecting at least two from each part.

Q1. Write short notes on the following. **(2x10=20)**

- (a) Horizontal Communication
- (b) Encoding and Decoding
- (c) Define Technical communication.
- (d) Define and illustrate bilabial sounds
- (e) Differentiate between Quotation and Tenders
- (f) Explain psychological barriers to Listening
- (g) Describe Recording mechanism in an Official notice.
- (h) Differentiate between solicited and unsolicited job application letter.
- (i) Transcribe these words using palwaetic syobols smile, school
- (j) Write full forms of following abbreviations FICCI, FII

Part-A

Q2. Explain following terms with reference to communication barriers **(2x4=8)**

- (a) Organisational Barriers
- (b) Emotional outburst
- (c) Cultural differences
- (d) Information overload

Q3. Explain the classification of consonant sounds on the basis of place of Articulation **(8)**

Q4. Differentiate between active listening and passive listening. Do you agree that listening is more important than speaking? Why or why not? **(4+4)**

Q5. Do as Directed

- (a) Hew said to me , " Have you heard this news.?" **(1)**
(Change into indirect speech)
- (b) His services to the Indian army can not be forgotten. **(1)**
(Change into affirmative sentence)
- (c) Near, only (Use each of these words as Adjective as well as Adverb) **(2x2=4)**

- (d) (i) Having as evil reputation (2x1=2)
(ii) One who makes a display of his learning
(Substitute above expressions by single words)

Part - B

- Q6.** How do visual regression and visual wandering affect reading ? Explain SQ3R as a reading strategy for improving reading output. (3+5)
- Q7.** Explain the following essentials of effective written communication Also illustrate with examples. (4x8=8)
- (a) Accuracy
(b) Conciseness
(c) Clarity
(d) Objectivity
- Q8.** Compare the skills required for receiving and making telephone calls. (8)
- Q9.** Prepare a last reminder regarding the collection of a sum of Rs..50,000 per a debtor Assure necessary details. (8)

-----:End:-----

