

Total No. of Pages : 02

Total No. of Questions : 09

B.Tech. (2007-2010 Batch) (Sem.-1,2) COMMUNICATION SKILLS Subject Code : HU-101 Paper ID : [A0124]

Time: 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

- 1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION B & C. have FOUR questions each.
- 3. Attempt any FIVE questions from SECTION B & C carrying EIGHT marks each.

SECTION-A

- 4. Select atleast TWO questions from SECTION B & C.
- Ql. Write briefly
 - 1. Give slog n
 - 2. Write technical description of a refrigerator.
 - 3. Bibliography.
 - 4. Para verbal communication.
 - 5. What is grapevine?
 - 6. Active Phony.
 - 7. Reading Activities.
 - 8. Minutes of a meeting.
 - 9. Speech Mechanisms
 - 10. Technical Writing.

www.a2zpapers.com www.a2zpapers.com Download free old Question papers gndu, ptu hp board, punjab board

SECTION-B

- Q2. What is the process of listening? How many types of listening are there?
- Q3. "Employers use telephone interviews as a way of identifying and recruiting candidates for employment." Explain. How is it different from normal interview.
- Q4. What are the various components of voice that help in making the presentation better?
- Q5. What is a Resume? Describe its content with illustrations?

SECTION-C

- Q6. What is reading comprehension? Narrate reasons for poor comprehension and state how comprehension skills can be improved.
- Q7. Write a paragraph on "Jan Dhan Yojna"
- Q8. Assuming yourself to be the head of Electronics Departments of your Institution, write a report of trouble on the fire caused in the laboratory of your partment. Invent details.
- Q9. Write short
 - 1. Guidelines 1979 good description.
 - 2. 7C's of communication.