

Roll No.

Total No. of Pages: 02
Total No. of Questions: 09

B.Tech. (Sem.- 1st and 2nd)
COMMUNICATION SKILLS

Paper Code : HU-101

Paper ID: [A0124]

Time: 3 Hrs.

Max. Marks: 60

Note: (i) Question No. 1 is compulsory.
(ii) Attempt FIVE questions from Part A and B with at least two questions each from Part A and Part B.

- Q1. Write short notes on the following : (10x2=20)
- Non-verbal communication
 - Guessing the meaning from contextual clues while reading
 - Referencing & styling in technical writing
 - Use each of the following as noun and verb: Man; perfect
 - Give one-word substitutes for the following:
 - Degrading the quality by adding something undesirable.
 - That which cannot be changed.
 - Differentiate between a letter and memo
 - Significance of feedback in effective listening
 - Transcribe the following words in IPA: Action; heard
 - Role of pronunciation of the letter ' R' in a word
 - Role of etiquettes in telephonic conversation

SECTION-A

- Q2. What are various channels of communication flow? Discuss with examples the significance of effective communication in an organization. 8
- Q3. Discuss the various purposes and process of reading. 8
- Q4. Explain the various elements of style of technical writing. 8
- Q5. Do as directed: 8
- How was it managed? (Change the voice)
 - Light the lamp, (change the voice)
 - Nobody could understand why he suddenly got so much angry, (change into simple sentence)
 - He was too embarrassed to face his colleagues, (change into negative)
 - The doctor told the patient that he would die soon if he did not quit smoking, (Change into direct speech)
 - Mother said to her child, "Have you finished your meal?" (Change into indirect speech)
 - Give the full form of abbreviation- w.e.f.
 - Give the full form of abbreviation- A.M.

SECTION-B

- Q6. Discuss the structure of a formal Report. 8
- Q7. Explain the process of listening. How does listening help in developing Effective speaking skills? 8
- Q8. Narrate the production and classification of various speech sounds. 8
- Q9. Discuss the essentials of successful performance in a Group discussion. 8

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