

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 substitution)

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.