

Roll No.

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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.
4. Select atleast TWO questions from SECTION - B & C.

SECTION-A

Q1. Write briefly :

1. Give slogan for : Justice for rapes in India.
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.

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 department. Invent details.
- Q9. Write short notes on:
1. Guidelines for writing good description.
 2. 7C’s of communication.