

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

B.Tech. (2008-2010 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

1. Write briefly :

- (a) Enlist various Communication forms.
- (b) Preview and Review of a written text.
- (c) Explain two organization patterns in technical communication.
- (d) Basic difference between a resume and curriculum vitae.
- (e) Explain emotional barriers to listening.
- (f) Role of vocal cords in the production of English consonant sounds.
- (g) Define Agenda and minutes of a group meeting.
- (h) Things to be kept in mind while making an official call.
- (i) (i) Will you look after her? *(Change the voice)*
(ii) Where did you find the book? *(Change the voice)*
- (j) Kitchen, Bike. *(Transcribe these words in terms of phonetic symbols)*

SECTION-B

2. What are various stages in communication process? What makes technical communication different from general communication? 4+4
3. Discuss in detail SQ3R as a reading strategy. 8
4. What are various elements of effective writing? Also discuss various writing styles. 4+4
5. Do as Directed :
 - (a) Only a rich man can afford such expensive clothes. *(Change into negative sentence)* (1)
 - (b) I am certain of giving you the desired results. *(Change into complex sentence)* (1)
 - (c) She said, "After the tutorials, I had to rush for my home." *(Change the narration)* (1)
 - (d) "Please, please don't do anything foolish" said the mother. *(Change the narration)* (1)
 - (e) One who offers his service of his own free will. *(Do as word substitution)* (1)
 - (g) A person who easily believes what is told to him. *(Do as word substitution)* (1)
 - (h) Rebel, increase. *(Use each word both as noun and verb)* (2)

SECTION-C

6. What is significance of a report? Elaborate various sections of a formal report. 3+5
7. Differentiate between active listening and passive listening. Discuss some positive listening practices. 4+4
8. What are the important steps in preparing an effective oral presentation? Explain in detail. 8
9. Which areas of telephonic skills need to be developed in a business organization? Compare the skills required for receiving and making telephonic calls. 4+4