

End-Term Examination (Regular & Reappear)
(CBCS)(SUBJECTIVE TYPE)(Offline)
Course Name: B.Tech CSE-AI/ ECE-AI/ AI&ML/ IT/ MAE/ DMAM, Semester: 1ST
(December, 2023)

(December, 2023)		
Subject Code: HMC 110		Subject: Communication Skills
Time :3 Hours		Maximum Marks :60
Note: Q.1 is compulsory. Attempt one question each from the Units I, II, III & IV.		
Read the questions very carefully before writing the answers.		
Q1	Write Notes on the Following.	(5x4=20)
	(a) Relevance of 7cs in Communication	
	(b) Importance of Chronemics	
	(c) Points to remember while delivering a Presentation	
	(d) Telephonic Etiquette	
UNIT-I		
Q2	Barriers can be minimized but they can not be completely removed from the process of Communication. Discuss the Intrapersonal Barriers in the light of the above statement and also suggest remedies to overcome them.	(10)
Q3	Ethics is the backbone of any Communication process and without its presence, Communication becomes superficial and a liability. Do you agree or disagree with the given statement? Give suitable reasons for your answer.	(10)
UNIT-II		
Q4	Kinesics is more powerful than words. What is your opinion about the above statement? Justify your answer in the light of the sub-types/parts of Kinesics and give relevant examples to explain each one of them.	(10)
Q5	Speech is silver and silence is Gold. What is meant by the above idiom? Elaborate with reference to Listening skills. Why is understanding and following the Do's and Don'ts of Listening so important in the contemporary times?	(10)
UNIT-III		
Q6	Are Group Discussions merely a showcase of good Communication Skills? What are the other skills/ abilities required to participate effectively in GDs? Discuss with suitable examples.	(10)
Q7	What is the difference between Resume Writing and Resume building? Assuming that you are a second year B. Tech student, draft a suitable resume to be submitted for an exciting Internship opportunity at your dream company. Invent the necessary details.	(10)
UNIT-IV		
Q8	Write <u>five paragraphs of four sentences</u> each on the topic, <u>My first Semester at IGDTUW</u> keeping in mind the nuances of effective paragraph writing. Underline the Topic Sentence and Conclusion sentence in each paragraph.	(10)
Q9	a) Assuming that you are the Library In-charge at IGDTUW, draft a letter of Enquiry for Sales Manager, Pearson Publishing House requesting him/her to share the latest catalogue of Communication skills Books. Invent the necessary details. b) Draft a suitable email reply to the above. <i>Catalogue.PDF</i> can be shared as an attachment with the reply. You can invent details if required.	(5+5)