

**End-Term Examination (Regular & Reappear)**

**(CBCS)(SUBJECTIVE TYPE)(Offline)**

**Course Name: B.Tech CSE-AI/ ECE-AI/ AI&ML/ IT/ MAE/ DMAM, Semester: 1<sup>ST</sup>  
(December, 2023)**

**Subject Code: HMC 110**

**Subject: Communication Skills**

**Maximum Marks :60**

**Time :3 Hours**

**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.**

<b>Q1</b>	Write Notes on the Following.  (a) Relevance of 7cs in Communication (b) Importance of Chronemics (c) Points to remember while delivering a Presentation (d) Telephonic Etiquette	<b>(5x4=20)</b>
<b>UNIT-I</b>		
<b>Q2</b>	<i>Barriers can be minimized but they can not be completely removed from the process of Communication.</i>  Discuss the Intrapersonal Barriers in the light of the above statement and also suggest remedies to overcome them.	<b>(10)</b>
<b>Q3</b>	<i>Ethics is the backbone of any Communication process and without its presence, Communication becomes superficial and a liability.</i>  Do you agree or disagree with the given statement? Give suitable reasons for your answer.	<b>(10)</b>
<b>UNIT-II</b>		
<b>Q4</b>	<i>Kinesics is more powerful than words.</i>  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.	<b>(10)</b>
<b>Q5</b>	<i>Speech is silver and silence is Gold.</i>  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?	<b>(10)</b>
<b>UNIT-III</b>		
<b>Q6</b>	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.	<b>(10)</b>
<b>Q7</b>	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.	<b>(10)</b>
<b>UNIT-IV</b>		
<b>Q8</b>	Write <u>five paragraphs of four sentences</u> each on the topic, <i>My first Semester at IGDTUW</i> keeping in mind the nuances of effective paragraph writing. Underline the Topic Sentence and Conclusion sentence in each paragraph.	<b>(10)</b>
<b>Q9</b>	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. Catalogue.PDF can be shared as an attachment with the reply. You can invent details if required.	<b>(5+5)</b>