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National Institute of Technology Goa

Programme Name: **B.Tech./M.Tech./Ph.D.**

End Semester Examinations, March-2021

Course Name:

Date: **10.04.2021**

Duration: **3 Hours**

Course Code: **HU100**

Time: **09.30AM to 12.30PM**

Max. Marks: **100**

ANSWER ALL QUESTIONS

Q1. Writes short notes on: A. Listening Skills B. Haptics C. Kinesics D. Importance of Feedback

20 Marks

Q2. Write the meaning of the following phrasal verbs and frame the meaningful sentence: 10 Marks

A. look into B. wait on C. get through with D. Look forward to E. Wait on

Q.3. Develop a paragraph on: Facts and Myths of Covid19

05 Marks

Q4. What are the barriers to communication?

10 Marks

Q5. Make a precis of the following passage in about one third of its length and suggest a suitable title:

10Marks

Everybody knows what a “good” man means and how he should be. Our definition of a good man is the one who does not smoke, or drink or avoids the usage of bad language. A good man is ideally expected to converse in front of men as he would in front of women. He is also expected to attend the Church regularly and have correct opinions on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to reprimand sin. He is not anticipated to have wrong thinking and has the authority to protect the young. His duties are not just restricted to the professional front but also needs to spend quality time doing good deeds. He must be patriotic and a keen believer of military training, he should promote industry, must be sober and have virtue among wage earners and their children. He must be a role model for all and it is expected that he leads a way which the younger generation would willingly follow. Above all, of course, his “morals” in the narrow sense must be admirable.

Q.6 The class representative had a meeting to discuss the schedule of extracurricular activities to be conducted in the current academic year.

a. Draft a notice required to be circulated to members to inform them of the meeting along with the agenda

10 Marks

b. Prepare the minutes of the meetings.

05Marks

Q.7. Write an outline of report on Safety measures during Covid19

05Marks

Q.8. Letter Writing

A) L&T InfoTech has advertised for the post of an Assistant Manager. You are qualified for the job.

Write a job application letter to the HR Manager.

05 Marks

B) You want to go abroad for higher studies. You need a total amount of Rs.10 lakhs. You have collected five Lakhs. Write a letter to the Manager, Corporation Bank enquiring about an educational loan for the remaining amount.

05Marks

C) You have ordered a smart watch, FitBit from Amazon. It was delivered in defective condition (there was a crack in the dial). Write a complaint letter to the customer care asking for a replacement. 05 Marks

Q.9. Read the following table and match different components of a formal report (right column) with their functions (left Column): 10 Marks

Functions	Components of a formal report
1.Contains suggestions that are based on results and conclusions	a. Preface
2.Conveys the significance and meaning of the report to readers by presenting a summary of discussions and findings	b. letter of transmittal
3. Presents the data collected	c. Acknowledgements
4.Summarises methods of data collections and procedures for investigating the situation/problem, and the criteria of the survey	d. Executive summary
5.Provides background information, defines aims and objectives, discusses the scope and limitations of the report	e. Introduction
6.Summarises the essential information in the report	f. Methodology
7. Contains the names of persons who contributed to the production of the report and made the report possible	g. Discussion
8. Explains the causes of writing the report	h. Conclusion
9. "What are the effects on X company sales of radio spot advertising?"	i. Recommendations
10. Introduce the reports by mentioning its salient features and scope.	j. Statement of the problem

😊😊😊 **Best of Luck** 😊😊😊