

# INDIAN INSTITUTE OF TECHNOLOGY PATNA

SPRING SEMESTER 2016

## End Semester Examination

HS 103: Communication Skills for Engineers

Time: 3 Hours (24 November 2016)

Total Marks: 40

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*Answer all the questions in your own words. Marks of the given questions are mentioned alongside.*

1. You are the Vice-President of Student Body in your institute. Call a meeting of all the students to discuss issues related to daily living in the hostel. Write a notice calling for the meeting, draw up an agenda of 6 points to discuss and write the minutes of the meeting. [ 2+ 3+ 5=10 marks]
2. Your teacher has asked you to give a presentation on any book that you have read recently or any film that you may have watched recently. Prepare 10 slides outlining the main aspects of your presentation. [10 marks]
3. The chairman of your company has selected you to find out the problems plaguing the company's employees and how those problems can be solved. Prepare a letter report consisting of an introduction, discussion and recommendation. [10 marks]
4. Correct the following sentences: [5 marks]
  - Neither of the boys were invited.
  - We determined to at once inform the police
  - The virtue is its own reward.
  - Tectonic islands are created by movements in earth crust.
  - Electrical conductivity is the common property of the metals.
  - You will achieve professional success if you will be able to communicate effectively.
  - Whenever you delete a file it will be temporarily removed to the recycle bin on your desktop.
  - He prefers milk than tea.
  - I had hoped that I will get the prize.
  - If the main voltage will be low, the smart boost will correct it back to its normal range without draining the internal battery.



5. Read the following passage and answer the questions that follow:

[5 marks]

The next time you go to a theater to watch a play, give the actors and the people involved in putting up the entire play the applause they truly deserve. The performance you get to see is the end product of a few months of hard work. The birth of a play lies in the mind of the playwright. He may have an interesting story to tell. He may also feel strongly about a recent debate on a topic like inter-racial marriages and consequently, write a play about this. Another crucial person involved is the director. He is the person who decides how the play should be acted out. Directors have different styles of presenting plays, even identical plays. That is why you sometimes get to see plays of the same title being staged by different theater groups at different points in time. The second stage of 'assembling' a play involves mainly the production team and the designers. The production team consists of the production manager, stage managers and the designers. Sometimes, the production manager and the stage manager may be the same person. This depends on the size of the theater company and the budget for the entire production. The bigger the company, the more funds it will probably have and hence, the budget will allow for more people to be involved. The production manager ensures that the plans drawn up by the costume, sound and light designers are carried out. Stage managers sit in during rehearsals and take note of the director's wants. The light designers design the lighting to give the play its various moods and help convey the story behind it. They decide what color and type of lights to use. Sound designers try to create the sound effects the director wants, adding on others they think is necessary for the play to achieve its intended effect. For example, a comedy would have contrasting lights and sound effects from a tragedy. It is also at this stage that the actors are selected. If the company has its own company of actors and actresses, then time need not be wasted on auditions. If this is not the case, then audition advertisements will be placed in the newspapers. Once the 'cast' (which is made up of the actors and actresses) is formed, rehearsals will commence. The cast usually continue with their rehearsals till the day before their actual performance. The day of performance is the busiest day for a particular group of people we call the 'crew'. They help the stage managers ensure the costumes and props are put in place help clean up the theater before the performance and also help the lighting designers to fix the lights at the precise positions. In a theater, you watch the play without knowing the process of putting it up. The next time, do remember to applaud not just for the actors and actresses, but also for the 'unseen' people involved as well.

1. What are the reasons for a playwright to write a play? [1 mark]
  2. Why is lighting important in a play? [1 mark]
  3. Who are the unseen people involved in the production of the play? [1 mark]
  4. Summarize the main points of the given passage in 150 words. [2 marks]
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