

MID-TERM EXAMINATION
B.Tech First Year (IT, MAE, DMAM)
(January, 2023) Offline Mode

Subject Code: HMC 110

Subject: Communication Skills

Time : 1 ½ Hours

Maximum Marks : 30

Note: Q.1 is compulsory. Attempt any two parts from Q2 and Q3. Read the questions carefully before writing the answers. For all questions of 5 marks (except 2a) give a brief Introduction and then use two paragraphs to write the answer. There is no word limit but use time wisely to attempt all questions as per the instructions.

Q1 Explain the following in three points :

(2.5*4)

- (a) Clarity and Concreteness in 7Cs
- (b) Disadvantages of Plagiarism
- (c) Proxemics and its Zones
- (d) Importance of Listening

Q2 Attempt any TWO from the following:

(5,5)

(a) Rearrange the Following into a meaningful paragraph. Only mention the sequence in the answer sheet.

- A. Despite the strong performance of the economy in 2010-11, the outlook for 2011-12 is clouded by stubborn and persistently high inflation, and rising external risks.
- B. The three key macroeconomic concerns before the Union Budget 2011-12 were high inflation, high current account deficit (CAD), and fiscal consolidation.
- C. Additionally, there was an expectation that the government would restart the reform process.
- D. While the Budget sets a lower nominal gross domestic product (GDP) growth target of 14%, we believe that the real GDP growth target of 9% factored in the Budget is on the optimistic side.
- E. The Budget has made an attempt to address all these issues, albeit through small steps.

(b) *With power comes great responsibility.* In the light of this statement discuss the importance of Netiquette for users of Internet and explain any two rules in detail.

(c) *Our Voice can be used as an apt tool to communicate effectively.* Explain the above statement and discuss the role of paralanguage in communicating meaning beyond words.

(5,5)

Q3 Attempt any TWO from the following:

(a) *Barriers cannot be eliminated completely but they can be reduced.* Do you agree with the above statement? Differentiate between Fear of Superiors and PTO

Negative Tendencies (with example) as barriers leading to unsuccessful communication.

- (b) *Listening and Hearing appear to be same but they are different activities.*
Give your opinion regarding the above and explain any two barriers of listening in your own words along with their remedies.
- (c) *Group Discussions are an appropriate method to check the suitability of any candidate.* Keeping this statement in mind discuss any two parameters on which a candidate is evaluated in a Group Discussion.