

(B. Tech IT/MAE/DMAM/CSEAI/ECEAI- CBCS)
(SUBJECTIVE TYPE)
(April, 2022)

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.	

Q1.		(2.5*8=20)
✓ (a)	What is written communication? State one advantage and one disadvantage of written communication.	
✓ (b)	How are gestures important as non-verbal cues? Talk about any three with their possible implications.	
✓ (c)	What is the role of barriers in the process of communication?	
✓ (d)	Discuss with examples any two elements of cross-cultural variation that influence the interpretation of non-verbals with change of cultural context.	
✓ (e)	What is the importance of 'Objective' in a resume?	
✓ (f)	Briefly discuss three important answering techniques for facing an interview.	
✓ (g)	Cite any five characteristic features of informal writing.	
✓ (h)	List down any five advantages of writing emails.	
UNIT-1		
Q2.	Describe the process of communication. Explain how the communication cycle would be incomplete in the absence of feedback?	(10)
Q3.	Comment on the importance of the 7 Cs of effective communication.	(10)
UNIT-2		
Q4.	What are the different types of listening? Describe how they are different with the help of suitable examples.	(2+8)
✓ Q5.	Discuss with brief reasons 10 actionable steps to improve the quality of telephonic communication.	(10)
UNIT-3		
Q6.	Which ten important tips will you suggest to your friend who has to deliver a presentation to be evaluated by her communication faculty? Elaborate.	(10)
✓ Q7.	A member of the IGDTUW alumni has referred you for the post of Software Developer in Microsoft Pvt Ltd . Draft a Cover letter & Resume to be sent to the HR manager highlighting your relevant experience and technical skills. Invent necessary details.	(10)
UNIT-4		
✓ Q8.	You are Suchetana Singh, Head of the Campus Security Squad at Indira Gandhi Delhi Technical University for Women (IGDTUW), New Delhi. Write an e-mail message to Ms. Roohani Khan, Inspector, Kashmere Gate, New Delhi requesting her to make appropriate security arrangements for the upcoming annual fest at the IGDTUW. Invent the necessary details.	(10)
Q9.	Indira Gandhi National Open University (IGNOU) offers several Diploma courses in Foreign Languages (such as Japanese, Mandarin Chinese, Korean, Spanish, and Italian) through distance mode of education. Write a letter to the Director of IGNOU seeking information about one of the foreign language courses mentioned above.	(10)

(Please write your Enrollment Number)

Enrollment No. _____

END TERM EXAMINATION
(December, 2017)

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Subject Code: BAS 111

Subject: Communication Skills

Time : 3 Hrs.

Maximum Marks : 60

Note: Q1 is compulsory. Attempt the remaining questions as per the instructions given.

Q1

(a) Correct the following sentences for half mark each:

(2)

- (i) The students came in the classroom.
- (ii) Most of us are not aware that eating some varieties of mushrooms result in death.
- (iii) It is easy distinguishing this pen from that.
- (iv) Not one of the hundreds of striking workers were allowed to go near the factory.

(b) Do as directed for one mark each.

(5)

- (i) "Where have you been?" Gary asked his wife. (Change to Indirect)
- (ii) Niharika says that her father will be angry with her if he finds out.
(Change to Direct)
- (iii) When will you finish the project? (Change to Past Indefinite)
- (iv) The villagers considered him to be an evil man. (Change to Passive voice)
- (v) You are advised to take a note that you are to return all library books by next Monday. (Change to Active voice)

(c) Punctuate the following Paragraph.

(2)

yesterday was the first day of the school holidays my family and i travelled to portsmouth in the south of england we went there with my aunty jill my uncle albert and my two cousins we stayed in a guest house next to the sea on most days we sailed along the coast although it was busy with other boats it was fantastic would you like to go if yes do let me know

(d) Give meanings of the following pair of words for one mark each.

(4)

- (i) Altar/Alter
- (ii) Gentle/Gentle
- (iii) Rite/Wright
- (iv) Sham/Shame

(e) Explain the following in your own words for half mark each.

(4)

- (i) Blow one's trumpet
- (ii) Cry for the moon
- (iii) Have the gift of gab
- (iv) Jaundiced eye
- (v) Break into
- (vi) Hold out
- (vii) Run through
- (viii) Pull in

(f) Do as directed for half mark each.

(3)

- (i) Allay, Exult, Pungent (Give Synonym)
- (ii) Sneer, Zenith, Bustle (Give Antonym)

Q2 English as a language is spoken across the world but it is not the same if we compare its usage in different places.

(10)

Do you agree with the above statement? Justify your answer by comparing any two variants of English Language being used in two different parts of the world.

OR

Q3 Do you think Reading and Speaking for different purposes would need any special skills or training? What are the different techniques that can make the above more effective and meaningful?

(10)

P.T.O