

END TERM EXAMINATION

FIRST SEMESTER [B.TECH] DECEMBER 2024-JANUARY 2025

Paper Code: HS-113

Subject: Communications Skills

Time: 3 Hours

Maximum Marks: 60

Note: Attempt five questions in all including Q. No. 1 which is compulsory. Internal choice is indicated. Select one question from each unit.

Q1 Write short notes on the following: (5x4=20)

- Attributes of spoken and written communication?
- 7 C's of effective communication?
- Difference between verbal and Non-verbal communication?
- What is 'memos and circular'?
- Write a short note on "Telephone Etiquette"?

UNIT-I

Q2 "What is the meaning of communication? 'Communication is a two-way process'. Elaborate this statement with examples. (10)

OR

Q3 Discuss the various barriers to communication? How can we do work on barriers during communication? Explain. (10)

UNIT-II

Q4 What are the differences between British and American English. Explain at least five differences with examples. (10)

OR

Q5 What are some basic principles of good manners in social settings? What is the proper way to handle a disagreement in a conversation? (10)

UNIT-III

Q6 What are the essentials of paragraph writing? Write any inductive paragraph. (10)

OR

Q7 What is the difference between a Notice and a Circular? Write a notice supposing you are Asma/Ashish, the head girl/boy of XYZ international school. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups. (10)

UNIT-IV

Q8 (a) Do the following sentences:- (6)

- He has an extreme and irrational fear of spiders.(one word substitution)
- The act of speaking something aloud when thinking, without intending to address anyone.(one word substitution)
- She is studying at a university for becoming a doctor.(Correct this sentence)
- They are playing football every Saturday.
- I have been to London twice in my life.
- A cat is not liking water.
- If I will have enough time, I will join you for lunch.
- If she would have known, she will have come to the party.
- If you will eat too much, you will feel sick.
- If it will be sunny, we can have a picnic.
- Let us call there teacher.
- If he would have asked, I will have helped him.

P.T.O.

(b) Give 1 homophone of: Whether.

(4)

OR

Q9 (a) Do the following sentences;

(6)

1. If it will snow tomorrow, we will build a snowman.
2. If he would have asked, I will have helped him.
3. Mary said, "I have been studying all night."
4. This is the (taller/tallest) building in the city.
5. The Soup tastes (more delicious/more deliciously) with a pinch of salt.
6. This novel is (interesting/more interesting) than the one I read last week.
7. He runs (fast/faster) than anyone else on the team.
8. The music sounded (loud/louder) as the concert progressed.
9. This is the (expensive/more expensive) restaurant in the city.
10. The new laptop is (powerful/more powerful) than the old one.
11. This flower is (beautiful/more beautiful) than the one in my garden.
12. Of all the seasons, winter is (cold/colder) in this region.

(b) Give 1 homophone of: fare.

(4)

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