

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

End Semester Examination, December 2018

Subject: Communication Skills in English

Max. Marks: 50

Subject code: HSIR-11

Time: 3 hours

Instructions:

1. This question paper contains seven questions. **Attempt any five questions of your choice.**
2. Answer the questions precisely and adhere to the word limit if mentioned.

Q1.	<p>Write a covering letter along with a resume for the following advertisement:</p> <p>Wanted a Software Engineer in Google, Bengaluru, India:</p> <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • 5 years of relevant work experience. • Software development experience with one or more general programming languages (e.g. Java, C/C++, C#, Objective C, Python, JavaScript and/or Go). • Experience working with two or more from the following: web application development, Unix/Linux environments, mobile application development, distributed and parallel systems, machine learning, information retrieval, natural language processing, networking, developing large software systems, and/or security software development. • Experience working in the payments industry and/or with payments-related products. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Master's or PhD degree in Engineering, Computer Science or other technical related field, or equivalent practical experience. • Demonstrated ability to share knowledge via formal mentoring, reviewing code, reviewing design documents, giving technical talks, teaching classes, or as a Consultant on projects. <p>Interest in, and the ability to communicate effectively across cultures is necessary.</p> <p>Apply within ten days from the date of publication of the advertisement.</p>	(10)
Q2.	<p>a. Define communication? Discuss with suitable examples different forms of communication (2+3)</p>	(10)

	<p>b. What is technical communication? How is it different from general communication? Explain giving suitable examples. (5)</p>	
Q3.	<p>a. The following passage is full of wordy phrases, repetitions, trivial details, vague words. Rewrite the passage making it objective, clear and concise using principles of technical writing (5)</p> <p>a) Local Area Network (LAN) can be easily understood if we try to understand it with reference to its definition. It is a very common term that refers to a group of desktop computers that are located relatively close to one another through a system called cabling system in order to enable them to be able to share access to computing resources. (2.5)</p> <p>b) Every student of science is aware of the fact that when we subject a material to repeated varying loads over a very long period, it gradually loses its strength. This important feature is known as fatigue. We may notice that it occurs more rapidly if the material that we are subjecting to repeated, varying loads has a flaw. We cannot deny the fact that fatigue is a common cause of failure in machinery. (2.5)</p> <p>b. Rewrite the paragraph formally and objectively using impersonal passive voice: (5)</p> <p>We know that the only aluminium ore that we use in this country is bauxite. Aluminium occurs in this ore in the form of aluminium hydroxide. We may find such ores in Arkansas, Georgia, Alabama and in several other states. We produce aluminium from this ore. We also use this ore for manufacturing chemicals and high temperature insulating materials, and for grinding wheels and stones.</p>	(10)
Q4.	<p>a. Write a short report to be published on the Institute website on two days' workshop entitled "Communication Skills for Employability" recently organised by the Department of Humanities and Social Sciences of your Institute. (5)</p>	(10)

b. Write an argumentative essay on any one of the following topics: (300 words)

(5)

1. *Some of the methods used in advertising are unethical and unacceptable in today's society. To what extent do you agree with this view?* Give reasons for your answer and include relevant examples from your own experience or knowledge.

2. *Do you believe that a person who is terminally ill has a right to assisted suicide?* Give reasons for your answer and include relevant examples from your own experience or knowledge.

3. *Was colonialism beneficial to the Third World, or was it harmful?* Give reasons for your answer and include relevant examples from your own experience or knowledge.

Q.5

a. Punctuate the following sentences: (5)

(10)

1. The men in question Harold Keene Jim Peterson and Gerald Greene deserve awards

2. Several countries participated in the airlift Italy Belgium France and Luxembourg

3. Only one course was open to us surrender said the ex-major and we did

4. Judge Carswell--later to be nominated for the Supreme Court--had ruled against civil rights

5. In last weeks New Yorker one of my favorite magazines I enjoyed reading Leland s article How Not to Go Camping

6. Yes Jim said I ll be home by ten

7. There was only one thing to do study till dawn

8. Montaigne wrote the following a wise man never loses anything, if he has himself

9. The following are the primary colors red blue and yellow

10. Arriving on the 810 plane were Liz Brooks my old roommate her husband and Tim their son

b. Correct the following sentences: (5)

1. Gradually the ground loses the ability to hold water.

2. They do not have enough food or ground to grow it on.

3. I watched a little bit television and went to bed.

	<p>4. All members are required to assist the meeting.</p> <p>5. Anyone are welcome to join us.</p> <p>6. The travel takes about half an hour.</p> <p>7. He is twenty years old, isn't she?</p> <p>8. Does your country export anything?</p> <p>9. Do you have some questions?</p> <p>10. Will you kindly open this knot?</p>	
Q6.	<p>Write short notes on <u>any two</u> of the following: (5x2)</p> <p>a. Self-awareness and its significance</p> <p>b. Body language and presentation skills</p> <p>c. Mastering the art of resilience</p> <p>d. Seven C's to overcome barriers in communication</p>	(10)
Q7	<p>a. Why are soft skills important in achieving professional excellence? Discuss any three soft skills with examples to prove your point. (2+3)</p> <p>b. Write a short note on <u>any one</u> of the following: (5)</p> <p>1. Johari's window</p> <p>2. Ten thumb rule of listening</p> <p>3. Barriers in listening</p> <p style="text-align: center;">***</p>	(10)