

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

End Semester Examination, May 2019

Subject: Communication Skills in English

Max. Marks: 50

Subject code: HSIR-11

Time: 3 hours

Instructions:

1. Answer any five questions of your choice.
2. Answer the questions precisely and adhere to the word limit mentioned.

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| <p>1. (a) Define communication? Is language the only medium of communication? If not, discuss other ways with suitable examples. (5)</p> <p>(b) What things should be taken care of in order to be a good communicator in context of an organisation? List any 3 ways in detail with examples. (5)</p> | (10) |
| <p>2. Write short notes on <u>any two</u> soft skills (250 words each): 5x2</p> <p>1. Emotional Intelligence</p> <p>2. Leadership Skills</p> <p>3. Critical Thinking and Problem Solving</p> <p>4. Manners and etiquettes</p> | (10) |
| <p>3. Write an argumentative essay on any <u>one</u> topic given below: (300 words)</p> <p>1. Cyber Culture and Society.</p> <p>2. Education should be free for everyone.</p> <p>3. Violent video games should be banned.</p> <p>4. Is technology limiting creativity?</p> | (10) |

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| <p>4. You are an intern at ABC Consulting Pvt. Ltd. Write an email to your immediate boss, Mr. Rajesh Gahlot, updating him about your work progress and challenges you are facing in the company. Please limit the word count between 200-250. Sign the email as Suresh Sharma.</p> | (10) |
| <p>5. Punctuate the following sentences:</p> <ol style="list-style-type: none"> 1. I have three brothers Ramesh Mahesh and Suresh 2. Seema answered my question abruptly she seemed perturbed 3. My family visited several countries Italy France Portugal and Spain on our vacation last year 4. According to Ferguson Candles will be the death of us all 5. What happened I asked with exasperation 6. where are you going she asked I love it he exclaimed 7. Look out he exclaimed 8. oh he said sadly and walked away 9. let's go to the Magic Park it's where the leprosianns live 10. I love listening to her TED talks she's full of helpful advice | (14) |
| <p>6. Write short note on <u>any two</u>: (250 words each) 5x2</p> <ol style="list-style-type: none"> 1. Ten Thumb Rule of Listening. 2. 7C's of Communication. 3. Difference between technical and general communication. | (10) |