

# NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

## End Semester Examination, December 2019

**Subject: Communication Skills in English**

**Subject Code: HSIR-11**

**Max. Marks: 50**

**Time: 3 hours**

**Instructions:**

1. All questions are compulsory.
2. This question paper has five questions.

Q1.	<p>a. What do you understand by the term technical communication? Explain its importance with suitable examples. (5)</p> <p>b. Part of being a good communicator is knowing how to use body language effectively. Discuss the usage of appropriate body language while participating in a group discussion. (5)</p>	(10)
Q2.	<p>a. A recent study in the US found that 93% of employees see soft skills equally important to technical skills, or even more important than them. Redesigning organisations around highly-empowered soft-skilled teams were rated the top trend in the 2016 Deloitte Human Capital Survey. Based on the aforementioned information discuss any five soft skills indispensable to survive at any workplace. (5)</p> <p>b. If you are assigned multiple tasks at the same time, how would you organize yourself to produce quality work under tight deadlines. (5)</p>	(10)
Q3.	<p>a. You are the Coordinator of the English Drama Club, and you want to stage 'Othello' by Shakespeare in the upcoming cultural fest. Write an email to the Professor In-charge (SAC) to book the auditorium and get the arrangements done for light and sound system. (100 words) (5)</p> <p>b. Write an essay on <u>any one</u> of the topic given below: (300 words) (5)</p> <ol style="list-style-type: none"><li>1. Some people think that the government is wasting money on arts and this money could be better spent elsewhere. To what extent do you agree/disagree with this view? Explain giving examples from your experience and knowledge.</li><li>2. It is often thought that the increase in juvenile crime can be attributed to violence in media. Do you agree/disagree that this is the main cause of juvenile delinquency? What solutions do you suggest with this situation?</li></ol>	(10)

Q4.	<p><b>a. Identify error in the statements and rewrite the correct one:</b> (5x1= 5)</p> <ol style="list-style-type: none"> <li>1. The orchestra are about to play.</li> <li>2. I have visited Niagara Falls this weekend.</li> <li>3. I enjoyed from the movie.</li> <li>4. When I will arrive, I will call.</li> <li>5. I have been here for two months.</li> </ol> <p><b>b. Punctuate the following sentences:</b> (5x1= 5)</p> <ol style="list-style-type: none"> <li>1. He said give me that book</li> <li>2. They are planning a long holiday in New Zealand</li> <li>3. Yes that s right</li> <li>4. We took bread cheese and fruits with us</li> <li>5. We had in fact lost all of our money</li> </ol>	(10)
Q.5	<p><b>Write short notes on the following topics given: (any 2)</b> 5x2</p> <ol style="list-style-type: none"> <li>a. Active Listening</li> <li>b. Leadership Skills</li> <li>c. Significance of intrapersonal communication</li> <li>d. Attitude and workplace challenges</li> </ol>	(10)

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