

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

End Semester Examination-2020-21

Subject: Communication Skills in English
Subject Code: HSIR-11

Max. Marks: 50
Time: 2 hours

Instructions:

- e-mail scanned copy of your answer sheets within 10 mins after the stipulated time given at hsir.cse.2021@gmail.com
 - Answer scripts not received at the aforementioned e-mail id or sent to any other e-mail id will not be considered valid and is solely responsibility of the student concerned.
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Attempt any five questions of the following questions given:

1. Write short notes on any two: (5x2)

- Leadership Skills
- Significance of body language in communication
- Teamwork and attitude

2. Define communication? Explain its importance for professional success with suitable examples. (10)

3. Discuss the significance of informal/grapevine communication in an organization. What are the disadvantages of such communication? (10)

4. Comment on the significance of accuracy, brevity and clarity in Technical communication/writing. (10)

5. Write short notes on the following topics given: (any 2) (5x2)

- Ten thumb rule of listening
- Seven Cs of communication
- Johari's window

6. Assume that you are Ramesh Kumar. You have a degree in engineering (Computer Engineering) from IIT Mumbai (June 2010). Since then you have been working as an Assistant Engineer at Wipro Solutions Ltd., Mumbai. You are a dynamic professional with excellent communication, interpersonal and negotiation skills. You are proficient in

MS-DOS, Windows etc. Write a **covering letter along with a resume** to apply for the position of Senior Production Engineer at Tata Consultancy Ltd., Mumbai. (10)

7. What is listening? How is it different from of hearing? Discuss the different forms of listening with suitable examples. (10)

8. **Punctuate the following sentences:** (10)

1. Several countries participated in the airlift Italy Belgium France and Luxembourg
2. Only one course was open to us surrender said the ex-major and we did
3. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights
4. In last weeks New Yorker one of my favorite magazines I enjoyed reading Leland s article How Not to Go Camping
5. Yes Jim said I ll be home by ten
6. There was only one thing to do study till dawn
7. When the teacher commented that her spelling was poor Lynn replied All the members of my family are poor spellers Why not me
8. He used the phrase you know so often that I finally said No I dont know
9. The automobile dealer handled three makes of cars Volkswagens Porsches and Mercedes Benz
10. The following are the primary colors red blue and yellow
