

# NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

## End Semester Examination, December 2017

**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><b>Write a covering letter along with a resume for the following advertisement: (10)</b></p> <p>Wanted a Senior Consulting Engineer in Bigates Software Private Limited, Pune.</p> <ul style="list-style-type: none"> <li>• B.Tech in Information Technology</li> <li>• 3+ years of IT industry experience</li> <li>• Strong Skills in either Database, Networking, or C++/Java</li> <li>• Strong analytical and troubleshooting skills</li> <li>• Research aptitude with pleasing personality is essential</li> </ul> <p>Apply within ten days from the date of publication of the advertisement.</p>	(10)
Q2.	<p>a. What is communication? Discuss with example different channels in communication (2+3)</p> <p>b. Why do we fail to communicate effectively? Explain in detail intrapersonal barriers in communication with suitable examples. (2+3)</p>	(10)
Q3.	<p>a. <b>The following passage is full of wordy phrases, repetitions, trivial details, vague words and is subjective. Rewrite the passage making it objective, clear and concise using principles of technical writing: (5)</b></p> <p><i>There are several metals, which are characterized by hardness. Manganese is one such metal. In fact, manganese is a very hard</i></p>	(10)

**metal, which we do not use industrially in its pure form. We generally use it as an addition to various ferrous metals and alloys to render them more forgeable. Manganese does this perfectly by combining with the Sulphur present as an impurity. You must be aware that manganese is commercially available. However, it is commercially available as manganese metal which we prepare by reduction with aluminum, or ferromanganese which we prepare in the electric furnace.**

- b. **Rewrite the paragraph by replacing complex words in bold with simpler words to enhance clarity of the paragraph.** (5)

Magnetic fields are often **mapped** with the **aid** of a small magnetic compass. At each point, the direction **indicated** by the north pole of the compass is the direction of the magnetic field. They can also be mapped by **sprinkling** iron fillings on a sheet of paper that covers a magnet or system of magnets. The fillings become induced magnets and **align** themselves with the field.

Q4.

- a. There was a rally organized by the youth organization entitled 'Yuva' against rampant corruption in the society. Write a **report** in about 200 words on the event for Hindustan Times. (5)

or

Despite studying many books in science, it is observed many students do not wish to engage in scientific research as a profession. A two day seminar was organized in your Institute to instill scientific temperament among the students. Write a **report** in about 200 words for your Institute website. (5)

- b. Write an argumentative essay on **any one** topic: (300 words) (5)

a. **"Education should be free for everyone."**  
Write in favour or in opposition of the topic giving suitable examples from your own knowledge or experience.

b. **Is global climate change caused by humans?** Write in favour or in opposition of

(10)

	<p>the topic giving suitable examples from your own knowledge or experience.</p> <p>c. <b>Are we too dependent on computers?</b> Write in favour or in opposition of the topic giving suitable examples from your own knowledge or experience.</p>	
Q.5	<p>a. <b>Punctuate the following sentences: (5)</b></p> <ol style="list-style-type: none"> <li>1. I shall see the worksheet in the evening</li> <li>2. She asked do you read <i>Time</i> magazine regularly</li> <li>3. If I see your sister I ll call you</li> <li>4. My new car ran smoothly quickly and quietly</li> <li>5. Can you come or should I go</li> </ol> <p>d. <b>Rewrite the sentences in passive voice: (5)</b></p> <ol style="list-style-type: none"> <li>1. I write a letter.</li> <li>2. Sue changed the flat tire.</li> <li>3. Beautiful zebras roam the savannah.</li> <li>4. We are going to watch a movie tonight.</li> <li>5. He bought a car.</li> <li>6. The critic wrote a scathing review.</li> <li>7. No one responded to my sales advertisement.</li> <li>8. Someone sent her a cheque for a thousand euros.</li> <li>9. They called off the meeting.</li> <li>10. Someone has cleaned the windows.</li> </ol>	(10)
Q.6.	<p>Write short notes on <b>any two: (5*2)</b></p> <ol style="list-style-type: none"> <li>a. Soft skills and its significance</li> <li>b. Non-verbal Communication</li> <li>c. Interpersonal communication</li> </ol>	(10)
Q.7	<p>a. What is listening? Is there a difference between hearing and listening? Suggest suitable examples to justify your argument. (5)</p> <p>b. Write a short note on <b>any one: (5)</b></p> <ol style="list-style-type: none"> <li>1. Johari's window</li> <li>2. Ten thumb rule of listening</li> <li>3. Technical writing style</li> </ol>	(10)