

END TERM EXAMINATION

FIRST SEMESTER [B.TECH.] MARCH-2023

Paper Code: HS-113

Subject: Communications Skills

Time: 3 Hours

Maximum Marks: 75

Note: Attempt five questions in all including Q.No.1 which is compulsory.
Internal choice is indicated.

- Q1 Answer any **three parts**: (5×3=15)
- a) Do as directed:
- i) Sowmya didn't permit any indiscipline. (Change into affirmative.)
 - ii) I may call you later. (Make passive voice.)
 - iii) The shopkeeper said, "I cannot allow any discount". (Change to indirect.)
 - iv) I am getting late for my class. (Question tag)
 - v) Sahil hasn't attended the lecture yesterday. (Correct the sentence if required.)
- b) Write short a note on 'Clarity and Courtesy' in Communication.
- c) Write short a note on difference between Formal and Informal Communication.
- d) Write short a note on 'Context of Communication'.
- e) What is 'Memorandum'?
- Q2 Describe are the important features of effective communication? (15)
- Q3 Explain various barriers to Communication. (15)
- Q4 Write a paragraph on the topic 'Importance of Practical Skill in Education'. (15)
- Q5 Write your resume for the post of Engineer in Bharat Technologies Ltd., Nagpur. Imagine the relevant details. (15)
- Q6 What are the important strategies of an effective Group-discussion? (15)
- Q7 What are the essentials of Good Listening? How is Good Listening important for an effective Group-discussion? (15)

P.T.O.

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P1/2

Q8 a) Correct the following sentences (**any ten**): (10)

- i. Rohit couldn't got back to the game after the injury.
- ii. His brother have never been interested in painting.
- iii. Let us call there teacher.
- iv. Hardworking people are been given important jobs.
- v. If Abhay wouldn't have completed the job in time, you couldn't have appreciated her.
- vi. The instructor persuade the student to work hard.
- vii. They have been playing here since four months.
- viii. Kanta has a exceptional personality.
- ix. Have I told you about my brother Shyam which is a priest?
- x. Please keep quite so that I may read this letter.
- xi. The shirt is good but I don't like it's colour.
- xii. You must thought of changing the old car now.

b) Fill in the blanks choosing from the suggested words (**any five**): (5)

- i. The children have been ... waiting for the results.
(oftenly/patiently)
- ii. This sweater will be ... for me. (good enough/enough fine)
- iii. They went out ... the cold wind outside. (inspite/despite)
- iv. Food is better ... that in Delhi. (than/then)
- v. She wrote the draft ... a pencil. (by/with)
- vi. He was walking too fast. I could not ... with him. (keep forward/keep up)
- vii. Akhil was anxious ... the safety of his grandparents.
(about/at)
