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Roll No.				Total No. of Pages: 0

Total No. of Questions: 09

B.Tech. (2008-2010 Batch) (Sem.-1,2)
COMMUNICATION SKILLS
Subject Code: HU-101

Paper ID: [A0124]

Time: 3 Hrs. Max. Marks: 60

## **INSTRUCTION TO CANDIDATES:**

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION B & C. have FOUR questions each.
- 3. Attempt any FIVE questions from SECTION B & C carrying EIGHT marks each.
- 4. Select atleast TWO questions from SECTION B & C.

## **SECTION-A**

## 1. Write briefly

- (a) Enlist various Communication forms.
- (b) Preview and Review of a written text.
- (c) Explain two organization patterns in technical communication.
- (d) Basic difference between a resume and curriculum vitae.
- (e) Explain emotional barriers to listening.
- (f) Role of vocal cords in the production of English consonant sounds.
- (g) Define Agenda and minutes of a group meeting.
- (h) Things to be kept in mind while making an official call.
- (i) (i) Will you look after her?

(Change the voice)

(ii) Where did you find the book?

(Change the voice)

(j) Kitchen, Bike.

(Transcribe these words in terms of phonetic symbols)

1 | M - 5 4 0 1 0 (S 1) - 4 5 0

## **SECTION-B**

2.	What are various stages in communication process? What makes technical communication different from general communication? 4+4							
3.	Discuss in detail SQ3R as a reading strategy. 8							
4.	What are various elements of effective writing? Also discuss various writing styles.							
	4+4							
5.	Do as Directed:							
	(a) Only a rich man can afford such expensive clothes.  (Change into negative sentence) (1)							
	(b) I am certain of giving you the desired results. (Change into complex sentence) (1)							
	(c) She said, "After the tutorials, I had to rush for my home." (Change the narration) (1)							
	(d) "Please, please don't do anything foolish" said the mother. (Change the narration) (1)							
	(e) One who offers his service of his own free will. (Do as word substitution) (1)							
	(g) A person who easily believes what is told to him. (Do as word substitution) (1)							
	(h) Rebel, increase. (Use each word both as noun and verb) (2)							
	SECTION-C							
6.	What is significance of a report? Elaborate various sections of a formal report. 3+5							
7.	Differentiate between active listening and passive listening. Discuss some positive listening practices.  4+4							
8.	What are the important steps in preparing an effective oral presentation? Explain in detail.							
9.	Which areas of telephonic skills need to be developed in a business organization?							

**2** | M - 5 4 0 1 0 (S1) - 4 5 0

Compare the skills required for receiving and making telephonic calls.