

[Total No. of Questions - 9] [Total No. of Printed Pages - 4]
(2125)

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B. Tech 1st / 2nd Semester Examination
Communication and Professional Skills in English (OS)
HU-1003

Time : 3 Hours

Max. Marks : 100

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt five questions in all, selecting one question each from Section A, B, C & D. Section E is compulsory.

SECTION - A

1. (a) Write down the difference between vowels and diphthongs. (3)
- (b) What is rising intonation? (2)
- (c) Comment on the style of reading. (5)
- (d) Do as directed:
 - (i) What does IMF stand for?
 - (ii) Killing of one's father. (one word substitution)
 - (iii) Use the phrase 'yearn for' in a sentence.
 - (iv) He resembles with sham. (correct the error)
 - (v) He is also____the committee. (fill preposition) (1×5=5)

OR

2. (a) What is effective reading? (5)

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- (b) Why listening is more important than anything else? (5)
- (c) Do as directed.
 - (i) My brother is____S.P. (fill article)
 - (ii) He met____an accident. (fill preposition)
 - (iii) I am afraid from snakes. (correct the sentence)
 - (iv) Use the expression "all and sundry" in a sentence.
 - (v) A house for horse. (one word). (1×5=5)

SECTION - B

3. (a) Write your joining report to a firm after your selection through an interview. (5)
- (b) Write a memo to an employee informing him of a cut in his salary. (5)
- (c) Write an inspection note after visiting a production shop. (5)

OR

4. (a) What is effective business writing? (5)
- (b) Write down the precis of the given passage and also answer the questions given below.

The place of the mother tongue in the matter of education cannot be denied. It has to be encouraged and developed so that it can become the effective medium of teaching and learning within the State. All regional languages must in due course become the languages of the courts and legislatures. English is a well-developed international language and it has been the official language of the centre and the States for over a century. It has been, and continues to be, the binding force of intelligentsia of the

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country. It is also the language of science and technology and we cannot discard it. In a vast multilingual country like ours, every common language, culture and interests should be encouraged for developing a sense of national unity. It is necessary that regional languages, Hindi and English are vigorously cultivated. Language and culture are the most powerful integrating factors in the life of the people.

(i) Questions for comprehension:

- (a) Why mother tongue is so important?
- (b) How a mother tongue can be a binding force?
- (c) What would happen if we discard this language?
- (d) Use the word 'vigorously' in a sentence.
- (e) Give a title to the passage. (2×5=10)

SECTION - C

5. (a) Which areas are important in making a telephone call? (5)
- (b) What are the barriers to listening? (5)
- (c) What is the importance of listening? (5)

OR

6. (a) What kind of preparation is required for making a telephone call? (5)
- (b) What are effective listening skills? (5)
- (c) What are semantic barriers to communication? (5)

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SECTION - D

7. (a) What is group discussion? (5)
- (b) Which is important area in effective presentation? (5)
- (c) What are the rules in group discussion? (5)

OR

8. (a) What is the purpose of group discussion? (5)
- (b) What is the purpose of conclusion in group discussion? (5)
- (c) What is the importance of 'Poise' in group discussion? (5)

SECTION - E

9. (a) Define good communication.
- (b) What is falling intonation?
- (c) Role of memory in reading.
- (d) Define oral communication.
- (e) Define grapewine. What are its merits and demerits?
- (f) What is group communication?
- (g) The role of body language in oral presentation.
- (h) Write a short note on the elements of communication.
- (i) What are the essentials to reading?
- (j) What are the three 3Rs to make reading skills effective? (4×10=40)