

[Total No. of Questions - 9] [Total No. of Printed Pages - 2]  
(2125)

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**B. Tech 1st Semester Examination**  
**English Communication Skills (CBS)**

HS-101

**Time : 3 Hours**

**Max. Marks : 60**

*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. Select one question from each section A, B, C and D. Section E is compulsory.

**SECTION - A**

1. What is Effective Communication? How can we make our communication effective? (12)
2. What are the barriers to communication? How we can overcome these barriers? (12)

**SECTION - B**

3. (a) Define Diction and Sentence. Give two examples of each.  
(b) Define the followings with two examples of each: Article and Preposition. (12)
4. What do you understand by the Phonetics? Classify the consonant and vowel sounds. (12)

**SECTION - C**

5. Write specimen of claim and adjustment letters assuming the relevant data required. (12)

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6. What do you understand by Sales letter? Give the structure of sales letter. (12)

**SECTION - D**

7. What do you understand by the Soft Skills? Discuss different soft skills in brief. (12)
8. Illustrate the various practices during making and receiving Telephone calls. (12)

**SECTION - E**

9. (a) Do as directed:
  - (i) The patient had died before the doctor came. (Identify the Tense)
  - (ii) I will meet you \_\_\_\_\_ the railway station. (Fill in preposition)
  - (iii) He was \_\_\_\_\_ M.A. (Fill in article)
  - (iv) You may choose whoever you like. (Correct it) (4×1=4)
- (b) Write short notes on the followings:
  - (i) What is e-mail?
  - (ii) Role of Tone in communication.
  - (iii) Differentiate CV and personal resume.
  - (iv) Importance of SWOT analysis. (4×2=8)