

Enrollment No.....



Faculty of Engineering / Science

End Sem Examination May-2024

EN3HS10 / BC3HS04 Communication Skills

Programme: B.Tech./ B.Sc.

Branch/Specialisation: All

**Duration: 3 Hrs.****Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. *Ought to* as Modal auxiliary is used to show: **1**  
 (a) Possibility (b) Probability  
 (c) Obligation (d) Ability and capacity
- ii. Our living was different in a hundred years. Identify the tense- **1**  
 (a) Past simple (b) Present continuous  
 (c) Present perfect (d) Present perfect continuous
- iii. Twisting fingers during communication conveys that the speaker is- **1**  
 (a) Panic (b) Confident (c) Clear (d) Motivated
- iv. Psychological barriers in communication does not mean- **1**  
 (a) Having hesitation in making eye contact  
 (b) Deafness  
 (c) Being staunch for anything  
 (d) Having religious differences
- v. Which of these is a sign of wrong body language? **1**  
 (a) Making eye contact (b) Staring at the floor  
 (c) Steady pace (d) Simple words
- vi. To remove the monotony and dullness in oral presentation \_\_\_\_\_ is **1**  
 required.  
 (a) Producing humor (b) Constant tone  
 (c) Low voice (d) Sad story
- vii. Listening skills are \_\_\_\_\_ for professional growth. **1**  
 (a) Required (b) Unnecessary  
 (c) Irritating (d) Destructive

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- viii. In SQ3Rs Technique Q stands for- **1**  
 (a) Question (b) Quality  
 (c) Quantity (d) Queue
- ix. Which is not compulsory to mention in a job description CV? **1**  
 (a) Date (b) Nationality (c) Name (d) Education
- x. Select the location where the name and address can be mention in a skills profile? **1**  
 (a) Top left  
 (b) Top middle  
 (c) Bottom right  
 (d) Bottom left
- Q.2 i. Give two idioms with meaning and use them in sentence. **2**  
 ii. What are the different model auxiliaries of English language grammar? **3**  
 Give three examples.  
 iii. Write the meaning of homophones and homonyms. Give examples for each in pair. **5**
- OR iv. Write one word for each- **5**  
 (a) A body of singers equipped with musical instrument  
 (b) One who knows everything  
 (c) An instrument of measuring gases  
 (d) Passing of another author's work as one's own  
 (e) One who looks at the dark side of things
- Q.3 i. What is the process of communication? What is the role of feedback in communication? **4**  
 ii. What are the seven C's principles of communication? Explain. **6**
- OR iii. What are the merits and demerits of oral and written communication? Describe. **6**
- Q.4 i. What is the role of audience research in oral present? **4**  
 ii. "Body language as non-verbal part of oral presentation makes your presentation effective." Describe the role of different types of body language in oral presentation. **6**
- OR iii. What is the role of audio-visual aids in oral presentation? Give in detail different types of aids. **6**

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- Q.5 i. White a short note on note taking and note making. **4**  
 ii. What are the different types of barriers a person faces while listening? **6**
- OR iii. What are the different types of Reading skills? Give in detail the SQ3Rs technique. **6**
- Q.6 Attempt any two:  
 i. Write a paragraph on 'Peace and interfaith as mission of Humanity.' **5**  
 ii. Describe the elements of letter writing in a sequential manner. **5**  
 iii. "Formal E-Mail writing can make or mar your career." Elaborate this sentence by writing E-Mail etiquette. **5**

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# Marking Scheme

## EN3HS10-BC3HS04 Communication Skills

Q.1	i.	<i>Ought to</i> as Modal auxiliary is used to show: c) Obligation	1
	ii.	Our living was different in a hundred years. Identify the tense a) Past Simple	1
	iii.	Twisting fingers during communication conveys that the speaker is a) Panic	1
	iv.	Psychological barriers in communication does not mean b) deafness	1
	v.	Which of these is a sign of wrong body language? b) Staring at the floor	1
	vi.	To remove the monotony and dullness in oral presentation .....is required a) Producing Humor	1
	vii.	Listening skills are .....for professional growth. a) required	1
	viii.	In SQ3Rs Technique Q stands for a) question	1
	ix.	Which is not compulsory to mention in a job description CV? b) nationality	1
	x.	Select the location where the name and address can be mention in a skills profile? a) top left	1
Q.2	i.	Give two idioms with meaning and use them in sentence.	2
	ii.	What are the different models of English language grammar? three with examples.	3
	iii.	Write the meaning of Homophones and homonyms and give	5

OR	iv.	examples for each in pair. Two example with meaning Write one word for each	3+2 5
		a) A body of singers equipped with musical instrument-Orchestra b) One who knows everything-Omniscient c) An instrument of measuring gases- Manometer d) Passing of another author's work as one's own- Plagiarism e) one who looks at the dark side of things- Pessimist	
Q.3	i.	What is the process of communication and what is the role of feedback in communication?	4 2x2
	ii.	What are the seven Cs principles of communication? Explain.	6
OR	iii.	What are the merits and demerits of Oral and Written communication? Describe.	6 3x2
Q.4	i.	What is the role of audience research in Oral present?	4
	ii.	"Body language as non-verbal part of oral presentation makes your presentation effective." Describe the role of different types of body language in Oral Presentation.	6 3x2
OR	iii.	What is the role of audio visual aids in Oral presentation? Give in detail different types of aids.	6 3x2
Q.5	i.	White a short note on Note taking and Note making.	4
	ii.	What are the different types of barriers a person faces while Listening? Each 6 (1 Mark)	6
OR	iii.	What are the different types of Reading skills describe? Give in detail the SQ3Rs technique.	6 3x2
Q.6		Attempt any two:	
	i.	Write a Paragraph on 'Peace and interfaith as mission of Humanity.' Thirteen	5
	ii.	Describe the elements of letter writing in a sequential manner.	5
	iii.	"Formal E-Mail writing can make or mar your career." Elaborate this sentence by writing E-Mail etiquette.	5

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