

[4]

- Q.6 Attempt any two:
- i. Write a paragraph in 200-250 words on any one of the following: **5** 5 5 10
- (a) Social Networking sites
- (b) Patriotism and the youth
- ii. Mention the golden rules of Précis writing skill. **5** 5 5 10
- iii. You are Rohan Gupta a purchase officer, draft a letter of enquiry of any product inventing other details. **5** 5 5 10

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Total No. of Questions: 6

Total No. of Printed Pages:4

Enrollment No.....



Faculty of Engineering / Commerce / Science

End Sem Examination Dec 2024

EN3HS10 / CM3AE06 / FS3AE04 / BT3AE01 /  
BC3HS04

Communication Skills

Programme: B.Tech./ Branch/Specialisation: All/ Commerce

B.Com.(Hons.) / B.Sc. /Forensic Science /Biotechnology

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.

		Marks	BL	CO	PO	PSO
Q.1 i.	A word that qualifies a verb or an adverb is called _____. (a) Pronoun (b) Preposition (c) Adverb (d) Adjective	1	1	1	10	
ii.	He appears to be very <u>dominant</u> . The underlined word is _____. (a) Interjection (b) Pronoun (c) Adjective (d) Adverb	1	1	1	10	
iii.	One who always reads for ideas and information is to be called as _____ reader. (a) Inactive (b) Passive (c) Impatient (d) Efficient	1	1	2	10	
iv.	The speed of reading for learning requires _____ word per minute. (a) 100-200 (b) 200-400 (c) 400-700 (d) 10-20	1	1	2	10	
v.	Which of the following is not a Psychological barriers to effective listening? (a) Noise and Distance (b) Superficial frame of reference (c) Ego and status (d) Prejudgment and evaluation	1	1	3	10	

[2]				
vi.	Which of the following is not a type of listening?	<b>1</b>	1	3 10
	(a) Superficial			
	(b) Projective			
	(c) Parameter			
	(d) Active			
vii.	CC refers to-	<b>1</b>	1	4 10
	(a) Complementary close			
	(b) Copy notation			
	(c) References			
	(d) Reference initials			
viii.	Note-Taking is a _____ step of effective writing skills.	<b>1</b>	1	4 10
	(a) Secondary			
	(b) Tertiary			
	(c) Unnecessary			
	(d) Primary			
ix.	A presentation creates a connection between _____.	<b>1</b>	1	5 10
	(a) You and your presentation			
	(b) You and your audience			
	(c) Over the world			
	(d) Everybody			
x.	Factors of oral presentation include:	<b>1</b>	1	5 10
	(a) Audience research			
	(b) What, Why and how factors			
	(c) Where, who and when factors			
	(d) All of these			
Q.2	i. Enlist all the parts of speech with two examples for each.	<b>2</b>	1	1 10
	ii. Give one word substitution for the following:	<b>3</b>	2	1 10
	(a) Absence of government			
	(b) Government by a small group of people			
	(c) Government by king or queen			
iii.	Change the voice:	<b>5</b>	3	1 10
	(a) The teacher taught grammar to the students.			
	(b) She has learned the art of archery.			
	(c) Mukta does not sing songs in the parties.			
	(d) Malik is drawing a picture.			

[3]				
	(e) Lectures have been delivered by Mr Joseph			
OR	iv. Change the tenses as per the instruction:	<b>5</b>	3	1 10
	(a) Rohan is dancing in the ceremony. (future simple)			
	(b) The students have submitted the notebook. (past simple)			
	(c) They were playing in the ground. (future continuous)			
	(d) My daughter has been learning music since her childhood. (past perfect continuous)			
	(e) I read the letter. (present simple)			
Q.3	i. Describe the process of communication along with a cyclic diagram.	<b>4</b>	2	2 10
	ii. Discuss the merits and demerits of oral and written verbal communication with examples.	<b>6</b>	2	2 10
OR	iii. What barriers do we come across effective communication? How can they be overcome?	<b>6</b>	2	2 10
Q.4	i. Mention the merits of an audience research before a presentation.	<b>4</b>	1	3 9,10 12
	ii. What are audio visual aids? How it can make presentation effective?	<b>6</b>	2	3 9,10 12
OR	iii. Discuss the importance of non-verbal communication especially through the body language to grab the attention of audience in an oral presentation.	<b>6</b>	2	3 9,10 12
Q.5	i. Discuss the benefits of developing effective reading skills.	<b>4</b>	2	4 8
	ii. What is SQ3R reading technique? Discuss its importance in effective communication.	<b>6</b>	2	4 8
OR	iii. Mention the importance of note-taking and note-making skills. Suggest any four of its strategies.	<b>6</b>	2	4 8

**Marking Scheme**  
EN3HS10 Communication Skills

Q.1	i)	Adverb	1
	ii)	adjective	1
	iii)	efficient	1
	iv)	100-200	1
	v)	Noise and Distance	1
	vi)	Parameter	1
	vii)	Copy notation	1
	viii)	Primary	1
	ix)	You and your audience	1
	x)	All of the above	1
Q.2	i.	Enlist all the parts of speech with two examples for each.	2
	ii.	Give one word substitution for the following: a) absence of government - Anarchy b) Government by a small group of people - Oligarchy c) Government by king or queen - Monarchy	3
	iii.	Change the voice: a) The students were taught grammar by the teacher. b) The art of archery has been learnt by her. c) Songs are not sung by Mukta in the parties. d) A picture is being drawn by Malik. e) Mr Joseph has delivered Lectures	5
	OR iv.	Change the tenses as per the instruction: a) Rohan will dance in the ceremony.(future simple)	5

Q.3	i.	Describe the process of Communication along with a cyclic diagram. <b>2+2</b>	4
	ii.	merits and demerits of oral and written verbal communication with examples. <b>3+3</b>	6
	OR iii.	barriers do we come across effective communication? they be overcome tips <b>3+3</b>	6
Q.4	i.	the merits of an audience research before a presentation <b>Minimum 4 points</b>	4
	ii.	Audio Visual aids? Tips to make presentation effective <b>3+3</b>	6
OR	iii.	the importance of non-verbal communication especially through the body language to grab the attention of audience in an oral presentation. <b>Word limit 200/150</b>	6
Q.5	i.	the benefits of developing effective reading skills. <b>Minimum 4 points</b>	4
	ii.	SQ3R reading technique and its importance in effective communication.	6
OR	iii.	the importance of note-taking and note-making skills. Suggest any four of its strategies.	6
Q.6 Attempt any two:			
	i.	Write a paragraph in 200-250 words on <b>any one</b> of the following: a) Social Networking sites b) Patriotism and the youth.	5
	ii.	the golden rules of Précis writing skill.	5
	iii.	a letter of Enquiry of any product inventing details at your own.	5

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