

Enrollment No.....



**Faculty of Engineering**  
**End Sem (Even) Examination May-2019**  
**EN3HS02 Communication Skill**

Programme: B.Tech.

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.

- Q.1 i. We are accountable ..... our actions. **1**  
 (a) for (b) into (c) to (d) from
- ii. Simon has not been attending classes regularly.... he has got a job. **1**  
 (a) for (b) when (c) till (d) since
- iii. A tendency to favour one's relatives is called: **1**  
 (a) Patriotism (b) Nepotism  
 (c) Jingoistic (d) Relativism
- iv. A rolling stone ..... **1**  
 (a) over split milk (b) makes much noise  
 (c) gathers no moss (d) to be heard
- v. The act of perceiving sound is: **1**  
 (a) Listening (b) Hearing (c) Gazing (d) Murmuring
- vi. Skimming, Scanning, Extensive and Intensive reading are the features of: **1**  
 (a) Reading Skills (b) Writing Skills  
 (c) Speaking Skills (d) Listening Skills
- vii. Precis, Summary, Abstract and Synopsis are four major forms of : **1**  
 (a) Condensation (b) Coherence  
 (c) Persuasion (d) Elocution
- viii. A ..... highlights in brief all the essential features of the original documents: **1**  
 (a) Research (b) Summary (c) Paragraph (d) Synopsis
- ix. M Para-linguistic features of Communications are: Volume, Voice **1**  
 Modulation and ....  
 (a) Pronunciation (b) Selection of words  
 (c) Certification (d) Framing sentences

P.T.O.

- x. The phonetic transcription of the word 'recipe' **1**  
 (a) /'risəpi/ (b) /'resəpi/ (c) /'resipi/ (d) None of these
- Q.2 i. How do you identify parts of speech in a sentence? Elaborate it with example. **4**  
 ii. What are the different punctuation marks and their uses? **6**  
 OR iii. What is Subject Verb Agreement. Explain all its rules with suitable examples? **6**
- Q.3 i. What do you mean by Homophones? Give two examples while using in sentences? **4**  
 ii. What is the difference between suffix and prefix? Discuss with at least four examples of each. **6**  
 OR iii. Write the best ways to improve and retain vocabulary? Discuss in detail. **6**
- Q.4 i. What is the difference between active and passive reading? Elucidate. **4**  
 ii. Are listening and hearing the same thing? Elaborate each with proper examples. **6**  
 OR iii. What is the difference between Note taking and Note making? Discuss in about 200 words. **6**
- Q.5 i. Write short note on the following in about 100 words: **4**  
 (a) Summary (b) Precis (c) Abstract (d) Synopsis  
 ii. What are the 7 C's of business communication? Elucidate with examples. **6**  
 OR iii. Write a letter to the Editor of a newspaper on the issue of 'Wastage of Food in Indian Marriage.' **6**
- Q.6 i. Body Language can make or mar a speech. Discuss and elucidate. **4**  
 ii. The most effective way to hold an audience attention is to make proper use of Para-linguistic features. Discuss various Para-linguistic features. **6**  
 OR iii. How many phonetic symbols are there in English language? What are its types? Discuss any eight with examples. **6**

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**Marking Scheme**  
**EN3HS02 Communication Skill**

Q.1	i.	We are accountable ..... our actions. (a) for	<b>1</b>
	ii.	Simon has not been attending classes regularly.... he has got a job. (d) since	<b>1</b>
	iii.	A tendency to favour one's relatives is called: (b) Nepotism	<b>1</b>
	iv.	A rolling stone ..... (c) gathers no moss	<b>1</b>
	v.	The act of perceiving sound is: (a) Listening	<b>1</b>
	vi.	Skimming, Scanning, Extensive and Intensive reading are the features of: (a) Reading Skills	<b>1</b>
	vii.	Precis, Summary, Abstract and Synopsis are four major forms of : (a) Condensation	<b>1</b>
	viii.	A ..... highlights in brief all the essential features of the original documents: (b) Summary	<b>1</b>
	ix.	M Para-linguistic features of Communications are: Volume, Voice Modulation and .... (a) Pronunciation	<b>1</b>
	x.	The phonetic transcription of the word 'recipe' (c) /'resipi/	<b>1</b>
Q.2	i.	Any four Parts of speech in a sentence with example. 1 mark for each (1 mark * 4)	<b>4</b>
	ii.	Minimum 6 punctuation marks 1 mark for each (1 mark * 6)	<b>6</b>
OR	iii.	Subject Verb Agreement Six rules with examples	<b>6</b>
Q.3	i.	Homophones Two examples while using in sentences	<b>4</b>
	ii.	Difference between suffix and prefix At least four examples of each.	<b>6</b>
OR	iii.	Ways to improve and retain vocabulary Six methods minimum	<b>6</b>

Q.4	i.	Any four difference between active and passive reading	<b>4</b>
	ii.	Are listening and hearing the same thing Differences 4 marks Examples. 2 marks	<b>6</b>
OR	iii.	Difference between Note taking and Note making	<b>6</b>
Q.5	i.	(a) Summary (b) Precis (c) Abstract (d) Synopsis 1 mark for each (1 mark * 4)	<b>4</b>
	ii.	Proper 7 C's of business communication with examples	<b>6</b>
OR	iii.	Write a letter to the Editor of a newspaper on the issue of 'Wastage of Food in Indian Marriage.' Format 2 marks Body 4 marks	<b>6</b>
Q.6	i.	Body Language can make or mar a speech. Minimum 100 words	<b>4</b>
	ii.	Six features of Para-linguistic ( 1 mark *6)	<b>6</b>
OR	iii.	Phonetic symbols in English language Its types 2 marks Any eight with examples. 3 marks	<b>6</b>

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