

Total No. of Questions: 6

Total No. of Printed Pages:2

Enrollment No.....



Faculty of Engineering  
End Sem (Even) Examination May-2022  
EN3HS02 Communication Skills

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. Please give an early reply \_\_\_\_ my letter. **1**  
(a) For (b) To (c) From (d) On
- ii. She \_\_\_\_ French for two years. **1**  
(a) Has been studying (b) Study  
(c) Studies (d) Is studying
- iii. The gear wheels are badly worn out and they have to be \_\_\_\_\_. **1**  
(a) Displaced (b) Replaced  
(c) Implaced (d) None of these
- iv. Replace the italicized word by the word which has nearly the same meaning. The *diminutive dancer* charmed the audience. **1**  
(a) Tiny (b) Graceful (c) Playful (d) Clever
- v. When the receiver understands and absorbs all that is being said, this is \_\_\_\_\_. **1**  
(a) Passive listening (b) Active listening  
(c) Marginal listening (d) Projective listening
- vi. Which of the following speed is related to careful reading? **1**  
(a) 50 words per minute to 350  
(b) 300 words per minute to 600  
(c) 600 words per minute to 900  
(d) 900 words per minute to 1500
- vii. The meaning of the term precis is- **1**  
(a) To enlarge (b) To shorten (c) To eliminate (d) To hate
- viii. In a letter 'PS' stands for- **1**  
(a) Price shield (b) Post shield (c) Postscript (d) Past system

P.T.O.

[2]

- ix. Communication through body movements and gesture is- **1**  
(a) Kinesics (b) Proxemics  
(c) Chronemics (d) Paralanguage
- x. Phonetics is the study of \_\_\_\_\_. **1**  
(a) Phones (b) Language  
(c) Human speech sound (d) Nature
- Q.2 i. Write a brief note on article with four examples. **4**  
ii. Why the punctuation marks are needed in writing? Explain the use of various punctuation marks. **6**
- OR iii. What is meant by the word "Concord"? Explain in brief the rules for subject verb agreement with suitable examples. **6**
- Q.3 i. Write a short note on jargon with four examples. **4**  
ii. What do you understand by derivation from root words? Explain it with example. **6**
- OR iii. Use the words given below, writing for each two sentences with different meaning of a word: (a) Bark, (b) Watch and (c) Nail. **6**
- Q.4 i. Write a short note on Note taking. **4**  
ii. What do you know about listening skills? What are the various benefits of listening? **6**
- OR iii. What is reading comprehension? Explain the strategy for reading comprehension. **6**
- Q.5 i. Differentiate between editing and summarizing. **4**  
ii. What are the factors to be considered while discussing style in writing? **6**
- OR iii. Write the technical description of solar cooker. **6**
- Q.6 i. Write any four phonetic transcriptions of the following words: **4**  
School, Fear, Heart, Joy and Blue.  
ii. What are the features of a good speech? Explain the qualities of a good speaker. **6**
- OR iii. Write a detailed note on audio visual aids. **6**

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**Marking Scheme**  
**EN3HS02 Communication Skills**

Q.1	i.	Please give an early reply ____ my letter.		<b>1</b>
	(b)	To		
	ii.	She ____ French for two years.		<b>1</b>
	(a)	Has been studying		
	iii.	The gear wheels are badly worn out and they have to be ____.		<b>1</b>
	(b)	Replaced		
	iv.	Replace the italicized word by the word which has nearly the same meaning. The <i>diminutive dancer</i> charmed the audience.		<b>1</b>
	(a)	Tiny		
	v.	When the receiver understands and absorbs all that is being said, this is ____.		<b>1</b>
	(b)	Active listening		
Q.2	vi.	Which of the following speed is related to careful reading?		<b>1</b>
	(a)	50 words per minute to 350		
	vii.	The meaning of the term precis is-		<b>1</b>
	(b)	To shorten		
	viii.	In a letter 'PS' stands for-		<b>1</b>
	(c)	Postscript		
	ix.	Communication through body movements and gesture is-		<b>1</b>
	(a)	Kinesics		
	x.	Phonetics is the study of ____.		<b>1</b>
	(c)	Human speech sound		
Q.2	i.	Definition article	2 marks	<b>4</b>
		Four examples	2 marks	
	ii.	Importance of punctuation	3 marks	<b>6</b>
		Any six punctuation marks with examples	3 marks	
	OR iii.	Meaning of "Concord"	2 marks	<b>6</b>
		Rules for subject verb agreement with suitable examples		
		At least four	4 marks	
Q.3	i.	Meaning of jargon	2 marks	<b>4</b>
		Four examples	2 marks	

OR	ii.	Concept of root words	2 marks	<b>6</b>
		Four example	2 marks	
	iii.	Meaning and sentence of all three words		<b>6</b>
		2 marks for each word	(2 marks * 3)	
Q.4	i.	Note taking		<b>4</b>
		As per explanation (100 words).		
	ii.	Meaning of listening skills	2 marks	<b>6</b>
OR		Benefits of listening	4 marks	
	iii.	Meaning of reading comprehension	2 marks	<b>6</b>
		Strategy for reading comprehension	4 marks	
Q.5	i.	Four differences between editing and summarizing		<b>4</b>
		1 mark for each	(1 mark * 4)	
	ii.	Any six factors to be considered while discussing style in writing		<b>6</b>
OR		1 mark for each	(1 mark * 6)	
	iii.	Complete technical description of solar cooker with diagram		<b>6</b>
Q.6	i.	Any four phonetic transcriptions		<b>4</b>
		1 mark for each	(1 mark * 4)	
	ii.	Features of a good speech	3 marks	<b>6</b>
OR		Qualities of a good speaker	3 marks	
	iii.	Audio visual aids		<b>6</b>
		Definition	2 marks	
		Types	2 marks	
		Importance	2 marks	

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