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Enrollment No.....



Faculty of Engineering
End Sem (Odd) Examination Dec-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. One of my sisters ____ going for a picnic today. **1**
(a) is (b) are (c) have been (d) has been
- ii. He is ____ MLA. (Insert suitable article) **1**
(a) a (b) an (c) the (d) None of these
- iii. Give one word for: Murder of race race: **1**
(a) Philanthropist (b) Fratricide
(c) Genocide (d) Altruist
- iv. Give antonym of: Abundant **1**
(a) Scarce (b) Huge (c) Plenty (d) Ample
- v. In SQ3R, the letter 'S' stands for- **1**
(a) Survey (b) Scan (c) Skim (d) Skip
- vi. 90% of our life span we spend in which type of communication **1**
_____.
(a) Reading (b) Listening (c) Writing (d) Speaking.
- vii. Which is a true statement: **1**
(a) Précis is paraphrasing. (b) Précis is 1/3 of the given passage
(c) Précis is elaborative. (d) Précis is 3/4 of the given passage
- viii. What are some resources you can use to write error-free sentences? **1**
(a) Dictionary (b) Grammar Handbook
(c) Thesaurus (d) All of these
- ix. Which is not the part of speaking skills: **1**
(a) Debate (b) Extempore
(c) Letter Writing (d) None of these

P.T.O.

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- x. Oral presentation can be more lively with the use of _____ **1**
 (a) audio-visual aids
 (b) without the use of audio-visual aids
 (c) audio-visual aids and effective nonverbal ways
 (d) None of these
- Q.2 i. Justify the role of punctuation marks in an apt and accurate language practice. **4**
 ii. Explain all parts of speech with possible subdivisions and adequate examples. **6**
- OR iii. Do as directed: **6**
 (a) The patients of swine flu are suggested to wear a mask. (Add question tag)
 (b) Please help me. (Make passive)
 (c) Whom did you laugh at? (Make passive)
 (d) The boy cannot distinguish the good from the evil. (Correct the sentence)
 (e) He cut a tree. (Make negative)
 (f) She is a best dancer of my college. (Correct the sentence)
- Q.3 i. Define jargons with the examples of any six compute jargons. **4**
 ii. What do understand by homophones and homonyms? Explain with the help of examples. **6**
- OR iii. (a) Write two synonyms for each: Weak, Ample, Real **6**
 (b) Write two antonyms for each: Conceal, Famous, Polite
- Q.4 i. Explain the elements of listening process. **4**
 ii. Explain in detail the SQ3R technique of reading. **6**
- OR iii. Differentiate note making and note taking along with its importance and various methods of note taking. **6**
- Q.5 i. Write Seven Cs of communication with reference to polish writing skills. **4**
 ii. Water supply in your area is poor and is not regular and you face a lot of problems. Write a letter to the concerning authority to look into the matter and resolve the issue. Invert your own details. **6**

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- OR iii. Explain the golden rules of Précis Writing. **6**
- Q.6 i. Write the different forms of Oral Presentation. **4**
 ii. How can we make Oral Presentation effective? Describe in detail. **6**
- OR iii. What role do we find of Audio-Visual aids in Oral Presentation? **6**

Marking Scheme
EN3HS02 Communication Skill

Q.1	i.	One of my sisters ____ going for a picnic today. (a) is	1
	ii.	He is _____MLA. (Insert suitable article) (b) an	1
	iii.	Give one word for: Murder of race race: (c) Genocide	1
	iv.	Give antonym of: Abundant (a) Scarce	1
	v.	In SQ3R, the letter 'S' stands for- (a) Survey	1
	vi.	90% of our life span we spend in which type of communication _____. (b) Listening	1
	vii.	Which is a true statement: (b) Precis is 1/3 of the given passage	1
	viii.	What are some resources you can use to write error-free sentences? (d) All of these	1
	ix.	Which is not the part of speaking skills: (c) Letter Writing	1
	x.	Oral presentation can be more lively with the use of _____ (c) audio-visual aids and effective nonverbal ways	1
Q.2	i.	Minimum 8 punctuation marks with example 0.5 mark for each	4
	ii.	All parts of speech Names Subdivisions and adequate examples	6
OR	iii.	Do as directed: 1 mark for each point	6
Q.3	i.	Definition of jargons Examples	4
	ii.	Homophones and homonyms Examples	6

OR	iii.	(a) Two synonyms for each: Weak, Ample, Real	3 marks	6
		(b) Two antonyms for each: Conceal, Famous, Polite	3 marks	
Q.4	i.	Elements of listening process.		4
	ii.	SQ3R technique of reading Stepwise marking		6
OR	iii.	Difference note making and note taking with importance	3 marks	6
		Methods of note taking minimum six methods	3 marks	
Q.5	i.	Seven Cs of communication with reference to polish writing skills.		4
	ii.	Letter to the concerning authority to look into the matter Format Body of the letter Other elements	1 mark 3 marks 2 marks	6
OR	iii.	Any twelve golden rules of Précis Writing. 0.5 mark for each rule	(0.5 mark * 12)	6
Q.6	i.	At least six forms of Oral Presentation.		4
	ii.	Ways to make Oral Presentation effective		6
OR	iii.	At least six roles of Audio-Visual aids in Oral Presentation? 1 mark for each	(1 mark * 6)	6
