

[4]

Q.6 Attempt any two:

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

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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.

		[2]								
vi.	Which of the following is not a type of listening?	1	1	3	10					
	(a) Superficial (b) Projective (c) Parameter (d) Active									
vii.	CC refers to-	1	1	4	10					
	(a) Complementary close (b) Copy notation (c) References (d) Reference initials									
viii.	Note-Taking is a _____ step of effective writing skills.	1	1	4	10					
	(a) Secondary (b) Tertiary (c) Unnecessary (d) Primary									
ix.	A presentation creates a connection between _____.	1	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:	1	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. ii. Give one word substitution for the following: (a) Absence of government (b) Government by a small group of people (c) Government by king or queen iii. Change the voice: (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.	2	1	1	10					
		3	2	1	10					
		5	3	1	10					
						[3]				
						(e) Lectures have been delivered by Mr Joseph				
						OR iv. Change the tenses as per the instruction:	5	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.	4	2	2	10
						ii. Discuss the merits and demerits of oral and written verbal communication with examples.	6	2	2	10
						OR iii. What barriers do we come across effective communication? How can they be overcome?	6	2	2	10
						Q.4 i. Mention the merits of an audience research before a presentation.	4	1	3	9,10 12
						ii. What are audio visual aids? How it can make presentation effective?	6	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.	6	2	3	9,10 12
						Q.5 i. Discuss the benefits of developing effective reading skills.	4	2	4	8
						ii. What is SQ3R reading technique? Discuss its importance in effective communication.	6	2	4	8
						OR iii. Mention the importance of note-taking and note-making skills. Suggest any four of its strategies.	6	2	4	8

Marking Scheme
EN3HS10 Communication Skills

Q.1	i) Adverb	1	Q.3	i.	Describe the process of Communication along with a cyclic diagram. 2+2	4
	ii) adjective			ii.	merits and demerits of oral and written verbal communication with examples. 3+3	6
	iii) efficient			OR	iii. barriers do we come across effective communication? they be overcome tips 3+3	6
	iv) 100-200			Q.4	i. the merits of an audience research before a presentation Minimum 4 points	4
	v) Noise and Distance			ii.	Audio Visual aids? Tips to make presentation effective 3+3	6
	vi) Parameter			OR	iii. the importance of non-verbal communication especially through the body language to grab the attention of audience in an oral presentation. Word limit 200/150	6
	vii) Copy notation			Q.5	i. the benefits of developing effective reading skills. Minimum 4 points	4
	viii) Primary			ii.	SQ3R reading technique and its importance in effective communication.	6
	ix) You and your audience			OR	iii. the importance of note-taking and note-making skills. Suggest any four of its strategies.	6
	x) All of the above			Q.6	Attempt any two:	
Q.2	i. Enlist all the parts of speech with two examples for each.	2	Q.6	i.	Write a paragraph in 200-250 words on any one of the following: 5	
	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			a)	Social Networking sites	
				b)	Patriotism and the youth.	
	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			ii.	the golden rules of Précis writing skill.	5
				iii.	a letter of Enquiry of any product inventing details at your own.	5
	iv. Change the tenses as per the instruction: a) Rohan will dance in the ceremony.(future simple)				*****	