

Exam.Code:0905  
Sub. Code: 6651

1128  
B.E. (Mechanical), First Semester  
HSS-102: Communication Skills  
(Common with ECE and EEE)

Time allowed: 3 Hours

Max. Marks: 50

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting two questions from each Unit.

x-x-x

I. Attempt the following:-

- a) Define 'Communication Skills'.
- b) Define 'Adverbs' citing an example.
- c) Explain the essentials of 'Effective Communication'.
- d) Name any two recent advanced technologies used in communication.
- e) Define and exemplify 'Memos'.

(5x2)

UNIT - I

II. Write a short note on following:-

- a) Use of Adverb citing two examples
- b) Use of conjunction citing two examples

(2x5)

III. Examine in detail the scope and process of 'Communication Skills'. (10)

IV. State and describe 'Barriers to Effective Communication'. Examine various strategies to manage these barriers. (10)

UNIT - II

V. Examine the scope and significance of Communication in an Organization. Describe the tools to make communication effective. (10)

VI. Write short note on following:-

- a) Social context of Communication
- b) Technical Proposals

(2x5)

VII. Describe telephonic Interview's & Video Conferencing citing the potential advantages and limitations of each technique. Examine the significance of these emerging techniques in information age. (10)

x-x-x

Printed Pages : 2

Roll No. ....

Questions : 7

Sub. Code : 

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B.Engg. 1<sup>st</sup> Semester

1125

COMMUNICATION SKILLS

Paper-HSS-102

Time Allowed : Three Hours]

[Maximum Marks : 50

**Note :** Attempt **five** questions in all. Question No. 1 is compulsory.  
From Parts A and B attempt at least **two** questions from each  
Part. All questions carry equal marks.

1. (i) Convert to passive voice : "Why did your brother write such a letter ?"
- (ii) Write the synonym of "Correct".
- (iii) Make a sentence of the phrase "at a stone's throw".
- (iv) Make a sentence using a preposition and underline the preposition.
- (v) Give an example of a homonym.
- (vi) Define body language.
- (vii) Name two latest online medias of communication.
- (viii) Write two points to keep in mind while facing an interview.
- (ix) Give two ways to excel in a GD.
- (x) What is meant by minutes of meeting ?



### PART-A

2. What are the 7 C's of communication skills ? Discuss with
3. What is the process of Communication ? What are the entities involved in the process ? What are the barriers to communication ?
4. What are the four fundamental communication skills components ? What is the importance of each component ?

### PART-B

5. The Chandigarh Govt. is planning to have a Metro in Chandigarh connecting Panchkula, Chandigarh and Mohali. As a consultant hired by the Administration you need to submit a report with the following headings :
  - (a) Justification of the Metro
  - (b) Feasibility of the Metro
  - (c) Location of the Metro Station (draw a figure)
  - (d) Span where Metro will be underground and span where it will be on pillars.Prepare a report.
6. You need to make a presentation on "Leadership Skills" to corporate middle level managers. How can you deliver a good presentation ? What will be the sources of information ? Write in serial order the headings of 10 slides that you are going to prepare (do not include title and thanks slide).
7. As an individual write a letter to the Chief Minister to allocate more funds for sports activities in the State ? Justify the urgent need for fund allocation. (The letter should be of 500 words).

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- I. Attempt the following:-
- a) Define 'Communication Skills'.
  - b) Define 'Adverbs' citing an example.
  - c) Explain the essentials of 'Effective Communication'.
  - d) Name any two recent advanced technologies used in communication.
  - e) Define and exemplify 'Memos'.
- (5x2)

UNIT - I

- II. Write a short note on following:-
- a) Use of Adverb citing two examples
  - b) Use of conjunction citing two examples
- (2x5)
- III. Examine in detail the scope and process of 'Communication Skills'.
- (10)
- IV. State and describe 'Barriers to Effective Communication'. Examine various strategies to manage these barriers.
- (10)

UNIT - II

- V. Examine the scope and significance of Communication in an Organization. Describe the tools to make communication effective.
- (10)
- VI. Write short note on following:-
- a) Social context of Communication
  - b) Technical Proposals
- (2x5)
- VII. Describe telephonic Interview's & Video Conferencing citing the potential advantages and limitations of each technique. Examine the significance of these emerging techniques in information age.
- (10)

x-x-x



May/2016

(i) Printed Pages : 3

Roll No. ....

(ii) Questions : 7

Sub. Code : 

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Exam. Code : 

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**B.Engg. 1<sup>st</sup> Year (2<sup>nd</sup> Semester)**

**1046**

**(Bio-Technology)–COMMUNICATION SKILLS**

**Paper : HSS-202 (Common with Civil, IT and CSE)**

**Time Allowed : Three Hours]**

**[Maximum Marks : 50**

**Note :** Question No. I is compulsory. Choose two questions from each Section. Each question carries 10 marks.

**I. Answer any five :**

- (a) Define communication.
- (b) Name the barriers to communication.
- (c) What is a phoneme ?
- (d) Describe a communication network.
- (e) What is body language ?
- (f) Define blog.
- (g) Bring out the significance of video conferencing.

### **SECTION-I**

**II. Write an essay on the ways and means of fighting stage fright during presentations.**

**6661/BIK-34286**

**1**

**[Turn over**

Q6. i) Explain the difference between structures and unions  
ii) Explain different input and output functions in C.  
two files printing the

III. Read the passage given below and answer the questions that follow.

Even before Independence, India sustained a small and vibrant scientific community with a few, but outstanding contributions to credit. This was managed in spite of the abject poverty and widespread illiteracy that discouraged education of any kind, let alone advanced studies in science and technology. Our people might have missed the Industrial Revolution and its economic and social consequences, but not the revolutionary changes that were then taking place in science. Thus, in August 1947, a newly-independent India inherited a science community to work with. New laboratories were built; a new science department of the Government formed and also commissions to harness the power of atom and space. The Government of the day came out with innovations to free science organizations from the rigid and crippling bureaucratic rules and procedures that were then the norms. As though to underline the importance of science further, Jawaharlal Nehru kept the portfolio of science with himself and persuaded Parliament to pass the Science Policy Resolution, a Utopian document with few parallels in the history of state and science. Much later, his daughter Indira Gandhi would also release a similar Technology Policy Statement of her Government, reiterating the commitment of the State to the pursuance of indigenous technology. With all this support, how have we done in the past 50 years ?

- (A) What were the factors that could have hampered the development of science before independence ?
- (B) Give some other words for 'underline the importance of'.
- (C) What is the opposite of 'indigenous' ?
- (D) In your own words explain the words "a Utopian document with few parallels in the history of state and science".
- (E) Complete the following sentence :

'The passage states that science in India after 1947 .....



IV. Phonetically transcribe the following, marking the primary stress and indicating the intonation :

- (1) What is the matter ?
- (2) Please don't mention this again.
- (3) The world is huge.
- (4) I am so proud of you! You have done a good job!

### SECTION-II

V. Describe the tools of effective communication.

VI. Outline recent developments in media.

VII. You are the warden of a hostel. Recently, you have noticed that the office staff of the hostel is very rude with the students. Write a memo to the staff, requesting them to be polite, otherwise they will face strict action.