

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

Course: B. Tech First year, 2nd Semester, **Branch:** F, G, H, I, J **Subject:** Communication Skills

Subject Code: HUM103

Time: 9 am to 12 noon

Max Marks: 50

Date: June 29, 2022

Note: All the questions are compulsory.

Q.1. Read the passage below from "*A Long Walk for Bina*, by Ruskin Bond (2002)", and answer the questions (a to e) that follow after the passage: **(10 Marks)**

Bina had been going to school in her own village of Koli, on the other side of the mountain. But it had been a Primary school, finishing at class Five. Now, in order to study in the Sixth, she would have to walk several miles every day to Nauti, where there was a High School going up to Eighth. It had been decided that Sonu, her younger brother, would also shift to the new school, to give Bina company. Prakash, their neighbour in Koli, was already, a pupil at the Nauti school. The children spoke often about the fun they would have while walking to and fro. Prakash had mischievous nature, which sometimes got him into trouble, had resulted in his having to repeat a year. But this didn't seem to bother him. 'What's the hurry?' he shrugged as he spoke, his tone careless and free. He had told his indignant parents. 'You're not sending me to a foreign land when I finish school. And our cows aren't running away, are they?' They were still angry about what he had said, but his voice rose in amusement as he told Bina about the conversation.

'You would prefer to look after the cows, wouldn't you?' asked Bina seriously, with concern in her eyes, as they got up to continue their walk.

"Oh, the school's all right. But there's more to life....Hey! Do you know, there's a new teacher this year? Miss Ramola. She's very young, they say, just out of college. Everyone in school is talking about her—I wonder what she'll be like."

Bina looked up, excited at this new piece of information. Her eyes shone as she thought about all the questions she wanted to ask, all the new things she might learn.

Bina walked faster and Sonu had some trouble keeping up with them. She took his hand and helped him along, walking close to him, her hand helped him along, walking close to him, her hand on his shoulder often. She was thrilled about the new school and the prospect of different surroundings. She had seldom been outside her own village, with its small school and single ration shop. The day's routine never varied—helping her mother in

the fields or with household tasks like fetching water from the spring or cutting grass and fodder for the cattle. Her father, who was a soldier, was away for nine months in the year and Sonu was still too small for the heavier tasks.

As they neared Nauti village, they were joined by other children coming from different directions. Even where there were no major roads, the mountains were full of little lanes and shortcuts. Like a game of snakes and ladders, these narrow paths zigzagged around the hills and villages, cutting through fields and crossing narrow ravines until they came together to form a fairly busy road along which mules, cattle and goats joined the throng.

- Find examples of non-verbal communication from the passage. **(2 marks)**
- Listening is as important as speaking. List examples from the above passage to show that the children are alert listeners. **(2 marks)**
- Describe the surrounding of the places with relevant example(s) from the passage. **(2 marks)**
- What are the communication barriers indicated in the passage? Describe with relevant examples from the passage **(2 marks)**
- The seven C's of effective communication are Completeness, Conciseness, Consideration, Clarity, Concreteness, Courtesy and correctness. Find examples of any *three* of these in the passage above. **(2 marks)**

Q.2. A. Hyderabad-based Business School (Indian School of Business and Technology) is planning to organize a conference on 20.07.2022 to be held at Hotel Elite. As you are the conference secretary, you would like to invite a renowned academican friend of yours to attend the conference. Write a Business Letter having the given information. **(5 marks)**

B. Prepare your functional resume to be attached with the below advertisement. Invent necessary details. **(5 marks)**

A large company (BM logistics) having foreign collaboration requires salesmen/saleswomen. Candidates should be graduates with two years selling experience. Age should not exceed 28 years. Attractive salary commensurate with ability offered. Other benefits include provident fund, gratuity, bonus and allowances. Bright prospects of promotion for the right men/women. Apply within two weeks to P.O. Box No.3214, New Delhi-110001.

Q.3. A. Discuss the traits that are common in all the leaders. What role does emotional intelligence play in leadership? Explain with the help of examples. **(5 marks)**

B. What do you understand by interpersonal skills? What is the key to building good relationships? **(5 marks)**

Q.4. A. You have been attending classes of B. Tech second semester in the offline mode in MANIT Bhopal since March 2022. Prepare a report to be submitted to the Faculty In-charge (based on your observation and experience) regarding the issues that were not up to the mark for the smooth conduct of classes. **(5 marks)**

B. There is a situation during your study duration where you got the lab examination, assignment submission and your own class presentation to be done on consecutive days (i.e. one after the other day). Now you cannot change these official dates fixed by the examination administration and you have seven days to manage these three important activities along with your daily class schedule. Explain in detail your planner and time management to successfully complete the task. **(5 marks)**

Q. 5. A. Write the sound symbol for the underlined letter in the words given below. **(5 marks)**
(For example: Culture - /k/)

- A. Teacher B. Think C. Fear D. Brother E. Sure
F. Washing G. Young H. leisure I. Noise J. Cheat

B. Write whether the stress is on the first or the second syllable. **(5 marks)**

(For example: Teacher – first)

- A. English B. Something C. Believe D. Combine E. Husband
F. Object (verb) G. Perhaps H. Human I. Suggest J. Propose