

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

EXAMINATION: END TERM

MONTH & YEAR : JUNE 2021

Course: B.Tech **Semester:** II **Branch:** F, G, H, I, J

Time: 180 minutes

Max. Marks: 50

Subject Name: Oral & Written Communication Skills

Subject Code: HUM-113

Note : Answer All Questions.

Q. 1 Write a paragraph of 100 words on your own introduction (Do not mention your branch and the name of your institute) ? [5 marks]

Q. 2. How might the audience's attitude affect the amount of audience interaction during or after the presentation? Explain your answer. [5 marks]

Q. 3 Why should communicators take an audience centered approach to communication? [5 marks]

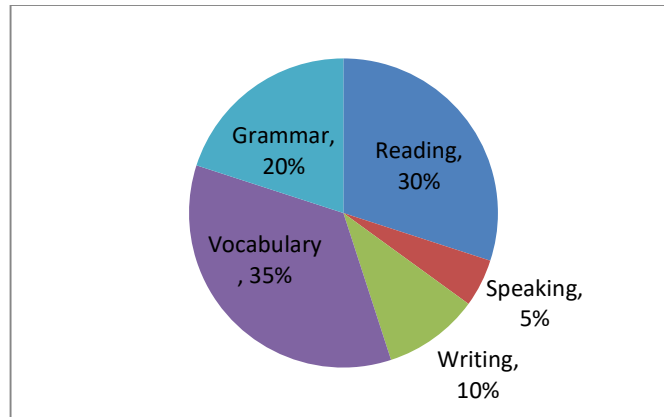
Q. 4. What is SWOT analysis explain with example for personal SWOT analysis. [5 marks]

Q. 5. Discuss the personality traits of participants that are evaluated in a group discussion. [5 marks]

Q. 6. A free flow of information is vital for the success of an organization. Elaborate this statement in the light of the flow of communication in any organization. [5 Marks]

Q.7. The chart below shows the various sections of tasks the prescribed textbook has included to help students improve their communication skills. Summarise the information in around 150 words by describing the main features. Make comparisons where relevant.

[10 Marks]



Q. 8. Write an application letter to the Forest department for the post of “Bird Guide”. The candidate should have a course certificate in Ornithology from a reputed institute and a keen interest in bird watching. Assuming that you have the requisite qualifications and interest write an application for the same.

[10 marks]