

1E3104

Roll No. _____

Total No. of Pages: **3****1E3104****B. Tech. I - Sem. (Main / Back) Exam., - 2023**
1FY1 – 04 Communication Skills**Time: 3 Hours****Maximum Marks: 70***Instructions to Candidates:**Attempt all ten questions from Part A, five questions out of seven questions from Part B and three questions out of five from Part C.**Schematic diagrams must be shown wherever necessary. Any data you feel missing may suitably be assumed and stated clearly. Units of quantities used /calculated must be stated clearly.**Use of following supporting material is permitted during examination.
(Mentioned in form No. 205)*

1. NIL 2. NIL

PART – A**[10×2=20]****(Answer should be given up to 25 words only)****All questions are compulsory**

- Q.1 What is 'decoding'?
- Q.2 What is 'communication barrier'?
- Q.3 The following sentence is incorrect. Write the correct sentence:
English is speaking everywhere.
- Q.4 Complete the following sentence using the correct tense. Hint is given to complete the sentence:
If you had played well.....(win the match)

- Q.5 What is a 'complaint letter'?
- Q.6 What is 'paragraph'?
- Q.7 Why was the author apprehensive at taking his lady friend to Foyot's?
- Q.8 What happened to Pahom at the end?
- Q.9 What is the central theme of the poem 'No Men are foreign'?
- Q.10 What is 'Heaven of freedom'?

PART – B

[5×4=20]

(Analytical/Problem solving questions)

Attempt any five questions

- Q.1 What is the difference between verbal and non-verbal communication?
- Q.2 What are the qualities of good communication?
- Q.3 Insert appropriate modal verbs. Meaning is given in brackets.
- (i) We.....fight for our rights. (compulsion)
 - (ii) He.....stop smoking. (advice)
 - (iii) They.....come any time. (possibility)
 - (iv) She.....oppose her husband. (Lack of courage)
- Q.4 What is 'resume'? How is it written?
- Q.5 Why does the author think that the divine justice has been delivered to him?
- Q.6 Why should we not wage wars against each other?
- Q.7 What is the theme of the poem 'If' by Rudyard Kipling?

PART – C

[3×10=30]

(Descriptive/Analytical/Problem Solving/Design Questions)

Attempt any three questions

- Q.1 What is 'downward communication'? Discuss its advantages and disadvantages.
- Q.2 (a) Convert these sentences into Indirect speech:
- (i) The doctor said to him, 'you do not take rest'.
 - (ii) She said to her husband, "I am watching TV."
 - (iii) The boys said to the girls, 'we will go to library'.
 - (iv) My friend said, 'I don't eat rice'.
 - (v) Anita said to her brother, 'I have finished my work.'
- (b) Choose the correct alternative:
- (i) He will go neither to the water park.....to the zoo. (nor/or)
 - (ii) I had hardly reached the station.....the train left. (than/when)
 - (iii) No sooner did he receive the phone call.....he left for his son's school. (when/than) <https://www.rtuonline.com>
 - (iv) He has neither a pencil.....a sharpener. (or/nor)
 - (v) Both she.....her mother will prepare dinner.
(and/either/as soon as)
- Q.3 What is a paragraph? What things should be kept in mind while writing a paragraph?
- Q.4 Describe how greed ruins Pahom.
- Q.5 How does the poet suggest that all people on earth are the same?
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1E3104**1E3104**

B.Tech. I Sem. (Main) Examination, April/May - 2022
IFYI-04 Communication Skills

Time : 3 Hours**Maximum Marks : 70****Instructions to Candidates:**

Attempt any all ten questions From Part A, five Questions out seven questions from Part B and three questions out of five questions from Part C.

Schematic diagram must be shown wherever necessary. Any data you feel missing suitably be assumed and stated clearly. Units of quantities used/calculated must be stated clearly.

Use of following supporting material is permitted during examination (As mentioned in form No. 205).

PART A

(Answers should be given up to 25 words only)

(10×2=20)

All questions are compulsory.

1. Define verbal communication.
2. State advantages of Effective Non-verbal communication.
3. Define Interpersonal communication.
4. Explain 'Linking words' with examples.
5. What do you understand by Reported speech?
6. State purpose of writing a Job Application Letter.
7. Mention main components of CV.
8. In the story 'The luncheon' what did the narrator order and why?
9. What does the poet mean by the words 'harvest' and 'war' in the poem No men are Foreign'?
10. According to the poem 'If', what are the qualities that one should possess to become a perfect man?

PART - B

(Analytical/Problem solving questions)

(5×4=20)

Attempt any five questions:

1. Distinguish between formal and Informal channels of Communication.
2. Complete the following conditional sentences by using suitable verbs.
 - a) If we had read the book, we _____ (understand) the movie.
 - b) I _____ (arrive) on time, if I had not missed the train.
 - c) If we win the lottery, we _____ (buy) a big house.
 - d) If I were you, I _____ (go) back.
3. Write a paragraph on 'Effective ways to enhance listening Ability.'
4. How did the author describe the lady he was having luncheon with?
5. Give summary of the story 'The Night Train at Deoli' by Ruskin Bond.
6. Explain the line, 'they have eyes like our that wake or sleep, from the poem, 'No Men are Foreign.'
7. Discuss the central idea of the poem, 'If' by Rudyard Kipling.

PART - C

(Descriptive/Analytical/Problem solving/Design Questions)

Attempt any three questions.

(3×10=30)

1. Describe various barriers of communication with examples.
2. a) Change into passive voice.
 - i) Did you tell a lie?
 - ii) Why did you help her?
 - iii) Kindly go through this proposal.
 - iv) Work hard.
 - v) He will have completed this work.
- b) Insert suitable modal.
 - i) _____ you send me a catalogue please? (Polite asking).
 - ii) This work _____ take more than a week (a weak possibility)
 - iii) You -drive carefully. (suggestion to do right)
 - iv) _____ I borrow your pen? (friendly permission)
 - v) You _____ send this report to head office by tomorrow. (Compulsion).

6. As a purchase officer of ABC Ltd. write a complaint letter to Ms. Unique suppliers, Jaipur. Pointing out the damage which was discovered after checking the consignment containing office stationery. Invent the necessary details.
4. Give the character. Sketch of pahom, the protagonist of 'How much land Does a Man Need?'.

5. Write the gist of the poem, 'Where the Mind is without Fear'. In your own words.

2E3205

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[Total No. of Pages : 3]

2E3205**B.Tech. II Sem (Main) Examination, July - 2022**
2FY1-04 Communication Skills**Time : 3 Hours****Maximum Marks : 70**

Attempt all Ten questions from Part A, Five questions out of Seven questions from Part B and Three questions out of Five questions from Part C.

Schematic diagrams must be shown wherever necessary. Any data you feel missing suitably be assumed and stated clearly. Units of quantities used/ calculated must be stated clearly.

Use of following supporting material is permitted during examination. (Mentioned in form No. 205).

PART - A**(Answer should be given up to 25 words only)****ALL questions are compulsory.****(10×2=20)**

1. Define the term communication.
2. Write any two barriers of communication.
3. How interpersonal communication can be improved? _____
4. Change the sentence into passive voice:
 - a) Shut the window
 - b) Don't tell a lie
5. Fill in the blanks with suitable models:
 - a) _____ I borrow your rain coat, please?
 - b) You ought to buy now, the prices _____ go up.
6. Write the name of author "The night train at Deoli".
7. Write the essence of the poem "No Men are Foreign". (Within 25 words).

8. Fill in the words with suitable linking words.
- John bought the watch, _____ it was expensive.
 - _____ the fact that it wasn't easy, I finished the homework.
9. Complete the statements with suitable conditional words;
- If I had known, I _____
 - Will help
 - Would help
 - Would have helped
 - Millions of people will die if they _____ aid soon.
 - don't receive
 - Won't receive
 - Wouldn't receive
10. "How much Land Does a Man need?" Who is author of this story and write in brief the outcome of story.

PART - B

(Analytical/Problem solving questions)

Attempt any **Five** questions:

(5×4=20)

- Discuss the meaning of communication. Draw the chart of communication process and explain each & step.
- Draft a letter of complaint to the Sales Manager of a Manufacturing company who has sent you some defective and worthless electric items in response to your order placed last month. <https://www.rtuonline.com>
- Discuss the summary of story "Luncheon". What makes the narrator's lady friend remark - 'you are quite a humorist'?
- "Where knowledge is free
Where the world has not been
Broken up into fragments
By narrow domestic walls".
Write the context, Explanation and Reference of these lines.
- "Whenever me are told to hate our brothers". When do you think this happen? Why? Should we do as we are told at such times what does the poet say? Write the answers of this questions in brief discuss the essence of poem.

6. Write a paragraph of about 100-120 words on any one of the following.
- Ragging in professional institutions.
 - A visit a museum.
 - Environmental Scanning for corporate strategy.
7. a) List out any four qualities needed for good communication. Explain in brief of any two qualities.
- b) Write two physical barrier, of Listening and speaking.

PART - C

(Descriptive/Analytical/Problem Solving/Design question)

Attempt any **Three** questions:

(3×10=30)

- Differentiate between formal and Informal channels of Communication.
 - Elaborate the types of Communication.
 - What is meant by Human Communication and discuss the methods to improve interpersonal communication.
 - Prepare your Curriculum-Vitae with an application for the post of programmer after seeing an advertising in the times of India dated 23 March 2021.
 - Recently your college held a seminar conservation of electricity and natural resources as a part of 'earth day'. Write a report in 100-125 words which covers concept with significance of report. Sign as Sandeep (Delhi 2021).
 - Define the summary of the poem "If" by Rudyard Kipling. What does the poem teacher us? Write all the suggestions given by poet in his creation "If".
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