DEC 2012

Roll No. [ ] Total No. of Pages : 2

Total No. of Questions : 09

B.Tech. (Sem.–1st/2nd)

COMMUNICATION SKILLS

Subject Code : HU-101 (2005-2010 Batches)

Paper ID : [A0124]

Time : 3 Hrs. Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION - B & C. have FOUR questions each.
3. Attempt any FIVE questions from SECTION B & C carrying EIGHT marks each.
4. Select atleast TWO questions from SECTION - B & C.

SECTION-A

1. Write briefly :

(a) Role of feedback in communication

(b) Figurative Expression

(c) Difference between Bibliography and Reference

(d) Evaluative Listening

(e) Fricative Sounds

(f) Four key elements of effective participation in group discussion.

(g) Minute-writing mechanism in the context of Business meeting.

(h) Use of audio-visual aids in an oral presentation.

(i) Solicited and unsolicited job application letter.

(j) Do one word substitution :

(i) One who is unable to pay one's debts.

(ii) A person who comes as a settler into a foreign country.

SECTION-B

2. Define communication. How does communication play its due role in the upliftment of society? (3+5=8)

3. Explain various reading purposes. Discuss various strategies which are employed to achieve different reading purposes. (3+5=8)

4. Do as directed :

(i) It is reported by a journalist that they are leaving Chennai tomorrow night. (Change the voice) (1)

(ii) Walk quickly or you will not reach the station on time. (Change into simple sentence) (1)

(iii) We all know the reason of his popularity. (Change into complex sentence) (1)

(iv) My brother said to me," Why have you made such a mess here in my book ?" (Change into indirect speech) (1)

(v) Colour, move (use each of the words both as noun and verb) (2+2 = 4)

5. What do you understand by the term technical writing ? How is it different from general-purpose writing ? (2+6=8)

SECTION-C

6. Define different types of reports. Write a detailed account of various steps of a project report. (3+5=8)

7. Explain process of listening. Discuss various barriers to listening. (3+5=8)

8. Define English vowel sounds. Classify then into pure vowels and diphthongs. Explain speech mechanism involved in the production of English vowel sounds. (2+3+3=8)

9. "*Agenda and minutes are crucial to an official meeting.*" Justify the statement by pointing out their importance in the smooth conduct of a business meeting. (8)

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