

Roll No.

DEC 2010

Total No. of Questions : 09]

[Total No. of Pages : 02

B.Tech. (Sem. - 1st/2nd)

COMMUNICATION SKILLS •

SUBJECT CODE : HU - 101 (2k4 & Onwards)

Paper ID : [A0115]

[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Five** questions from Section - B & C
- 3) Select at least **Two** questions from Section - B & C

Section - A

Q1)

(Marks : 2 Each)

- a) What is Reading between lines?
- b) What is the difference between technical writing and scientific writing?
- c) Is feedback the sender's way of determining the effectiveness of his message?
- d) What is body language?
- e) Differentiate between verbal and non verbal communication.
- f) Differentiate between gestures and postures.
- g) Differentiate between summary and abstract.
- h) Why is it said that communication is irreversible?
- i) What is role switching?
- j) What is Thesaurus?

Section - B

(Marks : 8 Each)

- Q2)** Discuss roles of the sender and the receiver in the communication process.
- Q3)** Describe the various reading techniques. Which according to you is more important?
- Q4)** Describe the essential features of technical writing. What is the role of technical writing skills in an engineer's career?
- Q5)** Transform the following sentences as per directions indicated:
- (a) A state of disorder/ lack of government (one word substitute).
 - (b) An imagined perfect state/ place of thinking (one word substitute).
 - (c) Compact disc (technical description).
 - (d) I watch movies every week (active to passive).
 - (e) What does the abbreviation www stand for ?
 - (f) What does the abbreviation IDBI stand for ?
 - (g) Jack said, "My wife went with me to the show." (direct to Indirect speech).
 - (h) He asked, "Why are you studying English"? (direct to Indirect speech).

Section - C

(Marks : 8 Each)

- Q6)** 'A good speaker should have a good voice'. Do you agree? Explain with examples.
- Q7)** Are Group discussions important? How can group discussions be made more effective?
- Q8)** Are all effective speakers good listeners? Why or why not?
- Q9)** Prepare a resume for a post of Marketing manager for a toy company.

