

Roll No. ....

Total No. of Questions : 09]

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**B.Tech. (Sem. - 2<sup>nd</sup> )**  
**COMMUNICATION SKILLS**

**SUBJECT CODE : HU - 101**

**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 atleast **Two** questions from Section - B & C.

**Section - A**

**(Marks : 2 Each)**

**Q1)**

- a) Give two advantages of grapevine communication.
- b) What is expository writing?
- c) Explain the terms- Syllable and Accent.
- d) What is Chronemics?
- e) What is stage fright?
- f) What are the prosodic features of speech?
- g) What is paralanguage?
- h) What is passive listening?
- i) Differentiate between References and Bibliography.
- j) Write two characteristics of a good notice?

## Section - B

(Marks : 8 Each)

- Q2) "Communication is a two-way process". Explain in this context the role of feedback in communication.
- Q3) Why is reading important? What are the essential differences between a good reader and a poor reader?
- Q4) Describe the important features of technical writing, especially scientific attitude.
- Q5) Transform the following sentences as per directions indicated :
- (a) One who is quite like a woman. (one word substitute)
  - (b) One who speaks less. (one word substitute)
  - (c) The tennis club was holding a meeting at 6.30. (active to passive)
  - (d) The vet told Jackson to get out of the house. (active to passive)
  - (e) What does the abbreviation BRICS stand for?
  - (f) What does the abbreviation ICSSR stand for?
  - (g) 'Have you anything to say on behalf of the accused?' Said the judge finally. (direct to Indirect speech)
  - (h) Alladin said to the magician, 'What have I done to deserve so severe a punishment' (direct to Indirect speech)

## Section - C

(Marks : 8 Each)

- Q6) Explain the importance of appearance and voice control in making a presentation.
- Q7) What are the essentials of a good resume? What precautions should be taken in writing a resume?.
- Q8) What are the different types of listening? How can listening be made effective?
- Q9) What is the purpose of a Group Discussion? Discuss the various do's and don'ts of a group discussion?

