

Roll No.....

Total No. of Questions : 09]

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Paper ID [A0116]

(Please fill this Paper ID in OMR Sheet)

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

COMMUNICATION SKILLS (HU - 101)

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)

(2 marks each)

- a) Define communication.
- b) Mention any two advantages of non-verbal communication.
- c) Expand WTO.
- d) Write one word for "A person who loves money and hates spending it".
- e) Give a few advantages of effective writing.
- f) Mention any two key aspects that needs to be taken care of while writing business letters.
- g) What is difference between hearing and listening?
- h) What are advantages of effective speaking?
- i) Expand NASSCOM.
- j) What are disadvantages of group discussion?

Section - B

(8 marks each)

Q2) What are various kinds of communication? Also discuss the role of communication in the society.

Q3) Discuss the methodologies of reading skills, with examples.

Q4) Elaborate the difference between scientific and technical writing. Give examples to support your answer.

Q5) Do as directed.

- (a) The teacher said, "Ramesh! Do not look out of the window". (Change in Indirect Narration).
- (b) The soldier had a gun with him. (Change the sentence in negative)
- (c) These blankets are very warm. (Change the sentence in singular)
- (d) I brought _____ umbrella yesterday. (Fill in the blank with 'a', 'an', or 'the')
- (e) He read the newspaper daily. (Correct the sentence)
- (f) We shall invite _____ to our house. (Use the correct pronoun)
- (g) Expand DRDO.
- (h) Expand UNO.

Section - C

(8 marks each)

Q6) What are the key aspects to be taken care of while making curriculum vitae?

Q7) What are effective listening skills and their advantages? Also highlight the importance of feedback skills.

Q8) Discuss, with examples, the skills of effective speaking. How it aids effective communication?

Q9) What are key factors to be taken care of while attending telephonic calls.