

**B. Tech. (Sem. - 1<sup>st</sup>/2<sup>nd</sup>)****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 meant by technical writing?
- b) What are advantages of feedback in communication?
- c) Write one word for "any body who is present everywhere".
- d) Mention any two advantages of good writing skills.
- e) Expand AIDS.
- f) What is difference between hearing and listening?
- g) What is purchase order?
- h) What is phonetic transcription?
- i) What are advantages of group discussions?
- j) Mention any four advantages of non-verbal communication.

## Section - B

(Marks : 8 Each)

- Q2) Define Communication. Elaborate the process of Communication with the help of diagram.
- Q3) What are the different reading purposes? Also discuss the process of reading.
- Q4) Discuss the different elements of effective writing. What are various writing styles used in communication?
- Q5) Do as directed.
- (i) The mother said, "Go and bring vegetables from the market". (change in Indirect Narration)
  - (ii) His father will be in the office today. (change the sentence in negative).
  - (iii) We are not careless. (Rewrite the sentence in singular).
  - (iv) \_\_\_\_\_ sky was overcast. (fill in the blank with 'a', 'an' or 'the').
  - (v) He is more intelligent than I. (correct the sentence).
  - (vi) They enjoyed \_\_\_\_\_ very much. (Use the correct pronoun).
  - (vii) Expand ISRO.
  - (viii) Expand WHO.

## Section - C

(Marks : 8 Each)

- Q6) 'Dell Mohali' has advertised vacancies for 'Engineer Trainee' for its Mohali office. Write a job application letter to Dell Mohali applying for the above post.
- Q7) Discuss, with examples, the various barriers to listening.
- Q8) Elaborate the role and advantages of audio visual aids in oral presentation.
- Q9) What are the key factors to be taken care of while conducting a meeting?

