

[Total No. of Questions - 9] [Total No. of Printed Pages - 4]
(2123)

1315

B. Tech 1st Semester Examination

Communication and Professional Skills in English (O.S.)

HU-1003

Time : 3 Hours

Max. Marks : 100

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt five questions in all, selecting one question from each Sections A, B, C and D. Section E is compulsory.

SECTION - A

1. (a) How is a vowel sound different from a consonant sound? (3)
- (b) What is rising and falling intonation? (2)
- (c) What are the factors that affect the style of reading? (5)
- (d) Do as directed:
 - (i) What does the abbreviation UNESCO stand for?
 - (ii) Life story of a person. (one word substitution).
 - (iii) Use the phrase "turn down" in a sentence.
 - (iv) Sachin and myself helped you. (correct the error)
 - (v) He died _____ cholera. (fill preposition) (1×5=5)

OR

2. (a) What is the right approach to reading? (5)
- (b) What is the role of memory and retention in reading. (5)

1315/1300

[P.T.O.]

- (c) Do as directed:
- (i) My father is _____ honest man. (Fill article)
 - (ii) He fell a victim _____ her beauty. (Fill preposition)
 - (iii) I am learning English grammar for many days. (correct the sentence)
 - (iv) Use the expression "maiden speech" in a sentence.
 - (v) A person who sells flowers and garlands. (one word substitution) **(1×5=5)**

SECTION - B

3. (a) Write to a business firm applying for a post advertised in a newspaper. Give details in the application itself. Do not write/attach a Resume. **(5)**
- (b) Write a memo inviting explanation for misbehave of an employee. **(5)**
- (c) Write a short note on notice and agenda of a meeting. **(5)**

OR

4. (a) What are the essentials of good business writing? **(5)**
- (b) Write down the precis of the given passage and also answer the questions appended below:

Most of the people who appear most often in history books are great conquerors and generals. Strangely enough the people who really helped civilizations forward are often never mentioned at all. We don't know who made the first boat or calculated the length of the year. But we know all about our killers and destroyers. We raise statues to them simply because they fought bravely and butchered many. But even animals fight. So do the sauages. To fight is not to be civilized. Moreover there are other ways of settling quarrels among men and nations. So really civilized people

have been those who have brought peace and happiness to mankind. They have been prophets, saints, doctors, inventors and discoverers. They have been truly great, since instead of inflicting pain and hardships upon humanity they have healed their wounds. Instead of killing they have saved human lives. They really deserve our admiration and respect.

- (i) Questions for comprehension:
- (a) Why do we remember conquerors and generals and make statues to them?
 - (b) Who are the really civilized people?
 - (c) Why do the really civilized people deserve our admiration and respect?
 - (d) Give the antonym for the words:
peace, pain
 - (e) Suggest a suitable title for the above passage.
(2×5=10)

SECTION - C

5. (a) What prior preparations are required for making a telephone call? **(5)**
- (b) How can listening skill be made more effective? **(5)**
- (c) What is the importance of listening? **(5)**

OR

6. (a) What are the common barriers in effective telephonic conversation? **(5)**
- (b) What are the various types of listening? **(5)**
- (c) Write a note on advantages and problems of telephone. **(5)**

[P.T.O.]

SECTION - D

7. (a) Write a note on features of group Discussion. (5)
(b) How can you make an effective presentation. (5)
(c) List some of the rules to be followed by each member of the group to contribute to group discussion. (5)

OR

8. (a) What is the purpose and objective of a group discussion? (5)
(b) "Poise is an important skill of group discussion". Explain. (5)
(c) What are the advantages and disadvantages of a group discussion? (5)

SECTION - E

9. (a) Define communication.
(b) What personality traits are assessed in group discussion?
(c) What is the role of voice modulation in speaking?
(d) What are the 3Rs to make reading skills effective?
(e) Write notes on:
(i) Syllable
(ii) Stress
(f) What role do feedback skills play in communication?
(g) Write a resume required for the purpose of a job of a salesman.
(h) What is group communication?
(i) What should be the tone of a business letter?
(j) How are gestures different from postures? (4×10=40)