

11N504

Roll No. _____

Total No of Pages: **3****11N504****B. Tech. I - Sem. (New Scheme) Main Exam., July – 2022
1FY3 – 04 Communication Skills
Common to all Branches****Time: 2 Hours****Maximum Marks: 70
Min. Passing Marks:*****Instructions to Candidates:***

Part – A: Short answer questions (up to 25 words) 5 × 3 marks = 15 marks. Candidates have to answer 5 questions out of 10.

Part – B: Analytical/Problem Solving questions 3 × 5 marks = 15 marks. Candidates have to answer 3 questions out of 7.

Part – C: Descriptive/Analytical/Problem Solving questions 2 × 20 marks = 40 marks. Candidates have to answer 2 questions out of 5.

Schematic diagrams must be shown wherever necessary. Any data you feel missing may suitably be assumed and stated clearly. Units of quantities used/calculated must be stated clearly.

*Use of following supporting material is permitted during examination.
(Mentioned in form No. 205)*

1. NIL2. NIL**PART – A**

- Q.1 Define non-verbal communication.
- Q.2 Describe the process of communication through a diagram.
- Q.3 Listening is very important in the process of communication. How?
- Q.4 Briefly describe four different types of reading skills.
- Q.5 What is the importance of good writing skills?
- Q.6 Describe ways through which writing skills can be improved.

Q.7 Define modal verbs.

Q.8 What is the difference between active and passive voice?

Q.9 Write the name of the poet and the play from which the poem "The Seven Stages of Man" has been taken.

Q.10 What announcement did the king make in the story "The Three Questions"?

PART- B

Q.1 Why do you think improving communication skills is important for success in professional and personal fields?

Q.2 What steps should be taken to improve fluency in speaking?

Q.3 Describe different blocks which step the process of effective listening.

Q.4 Critically appreciate the following lines –

Not enjoyment and not sorrow,

Is our destined end or way;

But to act, that each tomorrow

Find us farther than to day.

Q.5 (a) Change the voice -

(i) He promised me a present.

(ii) You cannot pump the ocean dry.

(iii) I am watching you carefully.

(iv) Not a single word has been spoken by him in his defense.

(b) Complete the sentences below by using the correct tense of the verbs given.

(i) She thanked me for what I (do).

(ii) She usually (read) the newspaper after lunch.

(iii) The boys and girls (decorate) the school for the minister's visit.

(iv) When we reached the hall, the speaker already finished.

Q.6 Write down the story, "The Necklace" in brief.

Q.7 Write a short paragraph on the lessons the pandemic COVID-19 has taught you.

PART-C

Q.1 What are the various types of non-verbal communication? Discuss in detail.

Q.2 Explain 7C's of communication in detail.

Q.3 What steps can be taken to overcome common obstacles of reading?

Q.4 Write a letter to the chairman of your municipality about irregular water supply.

Q.5 How did the hermit answer the king's question through the incidents of previous day in the story, "The Three Questions"?
