

<b>21504</b>	Roll No. _____	Total No of Pages: <b>4</b>
	<b>21504</b> <b>B. Tech. II Sem. (Main) / B. Tech. I Sem. (Back)</b> <b>Exam., May - 2019</b> <b>HMSC</b> <b>2FY1-04 / 1FY1-04 Communication Skills</b>	

Time: 2 Hours

Maximum Marks: 80

**Instructions to Candidates:**

**Part – A:** Short answer questions (up to 25 words)  $5 \times 2$  marks = 10 marks. All five questions are compulsory.

**Part – B:** Analytical/Problem solving questions  $4 \times 10$  marks = 40 marks. Candidates have to answer four questions out of six.

**Part – C:** Descriptive/Analytical/Problem Solving questions  $2 \times 15$  marks = 30 marks. Candidates have to answer two questions out of three.

*Schematic diagrams must be shown wherever necessary. Any data you feel missing 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. NIL

2. NIL

**PART - A**

Q.1 What is the importance of 'feedback' in the cycle of communication? [2]

Q.2 What is report? [2]

Q.3 What was the feeling of the narrator at the end of the story 'The Night Train at Deoli'. [2]

Q.4 What is Rabindra Nath Tagore's concept of true freedom in the poem 'Where the mind is without fear'? [2]

Q.5 Give two uses of 'can' modal verb with example. [2]

**PART – B**

Q.1 'Whether the organisation is small or large, it is communication that binds the organisation'. In the light of above statement, discuss in detail formal channel of communication. [10]

Q.2 Describe the process of communication in detail. Draw the communication cycle to support your answer. [7+3=10]

Q.3 Do as directed – [1×10=10]

- (1) Do yoga daily. (Make Passive)
- (2) You must not drop litter on the street. (Make passive)
- (3) All trust an honest man. (Make Passive)
- (4) If you eat junk food daily..... (Complete the conditional)
- (5) If I had not wasted my time on internet ..... (Complete the conditional)
- (6) If I were a bird ..... (Complete the conditional)
- (7) She said to me, "What will you do after B.Tech?" (Change speech)
- (8) The teacher said to the student, "Be on time." (Change speech)
- (9) He is slow. He is sure. (Join with conjunction)
- (10) I am getting good grades ..... I study every day. (Fill conjunction)

Q.4 Draft a job application letter with C.V. in response to the following advertisement :

“Vacancy existing for the post of Assistant Manager in Mumbai Engineering Works Limited, Mumbai. Minimum qualification is B.Tech from a recognized institute. The candidate must have excellent communication skills. Application should be addressed to chief executive officer”.

Q.5 ‘Greed is the root of all evils’. Justify on the basis of the story “How much land does a man need?” by Leo Tolstoy. [10]

Q.6 Write the critical summary of the poem ‘No Men are foreign’. [10]

### PART – C

Q.1 Explain in detail – [7.5×2=15]

- (a) Qualities of effective communication
- (b) Non – verbal communication

Q.2 Write a paragraph on any one of the following : [15]

- (a) Benefits of early rising
- (b) Human values : A necessary part of curriculum
- (c) Importance of Time Management for students

Q.3 'The poem 'If' by Rudyard Kipling is an advice by a father to his son.' What are the instructions given by the poet to become a perfect man? [15]

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