

18104

Roll No. _____

Total No of Pages: **3**

18104

B. Tech. I - Sem. UD (Main / Back) Exam., Jan. - 2020

IFY1 – 04 Communication Skills

Admitted Batch: 2018 – 19 & 2019 – 20

Time: 3 Hours

Maximum Marks: 100

Min. Passing Marks: 33

Instructions to Candidates:

PART - A : Short answer questions (up to 25 words) 10×2 marks = 20 marks.

All ten questions are compulsory.

PART - B : Analytical/Problem Solving questions (up to 100 words) 6×5 marks = 30 marks.

Candidates have to answer six questions out of eight.

PART - C : Descriptive/Analytical/Problem Solving questions 5×10 marks = 50 marks.

Candidates have to answer five questions out of seven.

1. NIL

2. NIL

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PART – A

Q1 Define Communication Skills.

Q2 What are the various channels of Communication?

Q3 List two reasons why Communication skills are important for you.

Q.4 Define Conjunctions.

Q.5 Name any two differences between Interpersonal and Intrapersonal Communication.

Q.6 What do you know about Conditional Sentences?

Q.7 Give the full form of CV?

Q.8 Give the names of the various parts of a Business Letter?

Q.9 Name the author of the Short Story: "Luncheon".

Q.10 Name the poet who wrote the poem "No Men are Foreign".

PART – B

Q.1 Discuss the various aspects of Corporate Communication.

Q.2 What do you know about Verbal and Non – Verbal Communication? Explain giving suitable examples.

Q.3 Fill in the blanks –

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(i) When Tom was 16, he was a fast runner. He run 200 meters in 22 seconds?

(a) can

☒ (b) could

(c) can't

(d) couldn't

(ii) I'm afraid I come to your party next Saturday.

(a) can

(b) could

☒ (c) can't

(d) couldn't

(iii) I'm not in a hurry. I've got plenty of time. I wait.

(a) can

(b) could

☒ (c) can't

(d) couldn't

(iv) This is a very precious book. You lose it.

(a) must

☒ (b) mustn't

(c) needn't

(d) couldn't

(v) This is a very great novel. You read it.

☒ (a) must

(b) mustn't

(c) needn't

(d) couldn't

Q.4 What is paragraph writing? Give suggestions for writing a good paragraph.

Q.5 Give a short summary of "Luncheon".

Q.6 What is the central idea of the poem "If" by Rudyard Kipling?

Q.7 Make the following sentences passive –

- (i) The cleaning lady is cleaning the floors now.
- (ii) Millions of people speak English all over the world.
- (iii) Where do people grow rice?
- (iv) The French make Renault cars.
- (v) Somebody has robbed me.

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Q.8 Infosys, New Delhi has given an advertisement in 'The Hindustan Times' for recruitment of trainees for their company. Apply for the same, giving your detailed curriculum vitae. Invent all necessary details.

PART – C

Q.1 What are the Barriers to Communication? Describe the methods for overcoming the barriers to communication.

Q.2 What are the qualities of Good Communication?

Q.3 Describe the Reported Speech, suggesting rules for the conversion of Direct Speech into Indirect Speech with apt examples.

Q.4 Describe the main events in the short story "The Night Train at Deoli".

Q.5 Give a gist of "Where the Mind is Without Fear" by Rabindranath Tagore.

Q.6 Write a letter to the Editor of a Newspaper complaining about the frequent breakdown of electricity in your locality.

Q.7 Write a report on the ban imposed on plastic bags and how you could make it more successful.