

B.Tech. I Sem. (Main) Examination, April/May - 2022  
IFY1-04 Communication Skills

Time : 3 Hours

Maximum Marks : 70

*Instructions to Candidates:*

*Attempt any all ten questions From Part A, five Questions out seven questions from Part B and three questions out of five questions from Part C.*

*Schematic diagram 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 (As mentioned in form No. 205).*

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**PART - A**

(Answers should be given up to 25 words only)

(10×2=20)

All questions are compulsory.

1. Define verbal communication.
2. State advantages of Effective Non-verbal communication.
3. Define Interpersonal communication.
4. Explain 'Linking words' with examples.
5. What do you understand by Reported speech?
6. State purpose of writing a Job Application Letter.
7. Mention main components of CV.
8. In the story 'The luncheon' what did the narrator order and why?
9. What does the poet mean by the words 'harvest' and 'war' in the poem 'No men are Foreign'?
10. According to the poem 'If', what are the qualities that one should possess to become a perfect man?

## PART - B

(Analytical/Problem solving questions)

Attempt any five questions:

(5×4=20)

1. Distinguish between formal and Informal channels of Communication.
2. Complete the following conditional sentences by using suitable verbs.
  - a) If we had read the book, we \_\_\_\_\_ (understand) the movie.
  - b) I \_\_\_\_\_ (arrive) on time, if I had not missed the train.
  - c) If we win the lottery, we \_\_\_\_\_ (buy) a big house.
  - d) If I were you, I \_\_\_\_\_ (go) back.
3. Write a paragraph on 'Effective ways to enhance listening Ability.'
4. How did the author describe the lady he was having luncheon with?
5. Give summary of the story 'The Night Train at Deoli' by Ruskin Bond.
6. Explain the line, 'they have eyes like our that wake or sleep, from the poem, 'No Men are Foreign.'
7. Discuss the central idea of the poem, 'If' by Rudyard Kipling.

## PART - C

(Descriptive/Analytical/Problem solving/Design Questions)

Attempt any three questions.

(3×10=30)

1. Describe various barriers of communication with examples.
2. a) Change into passive voice.
  - i) Did you tell a lie?
  - ii) Why did you help her?
  - iii) Kindly go through this proposal.
  - iv) Work hard.
  - v) He will have completed this work.
- b) Insert suitable modal.
  - i) \_\_\_\_\_ you send me a catalogue please? (Polite asking).
  - ii) This work \_\_\_\_\_ take more than a week (a weak possibility)
  - iii) You -drive carefully. (suggestion to do right)
  - iv) \_\_\_\_\_ I borrow your pen? (friendly permission)
  - v) You \_\_\_\_\_ send this report to head office by tomorrow. (Compulsion).

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6. As a purchase officer of ABC Ltd. write a complaint letter to Ms. Unique suppliers, Jaipur. Pointing out the damage which was discovered after checking the consignment containing office stationery. Invent the necessary details.
4. Give the character. Sketch of pahom, the protagonist of 'How much land Does a Man Need?'.
5. Write the gist of the poem, 'Where the Mind is without Fear'. In your own words.

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