

1E2202

Roll No.

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B. Tech. II Sem. (Main) Exam., May – 2018

HU-101 Communication Skills

Time: 3 Hours

Maximum Marks: 80
Min. Passing Marks: 28

Instructions to Candidates:

Attempt any **five** questions including Question No. 1, which is Compulsory. All questions carry **equal** marks. 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

Q.1 COMPULSORY

Answers for each sub-question be given in about 25 words.

[8×2=16]

- What are the important elements of cycle of communication?
- Write the advantages of written communication.
- What are the various media of communication?
- What do you mean by linking words? Give examples.
- Enlist various types of reports.
- Mention various types of business letters.
- Where did the lady want to have luncheon? What kind of a restaurant was it?
- Write the central idea of the Poem 'Where the Mind is without fear' by Rabindranath Tagore.

Rabindranath Tagore.

Q.2 Do as directed:

[4×4=16]

(a) Change into Passive voice:

- (i) They will have completed the project before the deadline.
- (ii) Was he reading a book?
- (iii) The child can throw the stone.
- (iv) Bring the answer sheet.

(b) Change into indirect speech:

- (i) Madhuri says, "I am not feeling well today."
- (ii) The teacher said to the students, "Go and stand there."
- (iii) He said, "I've been waiting for ages."
- (iv) Mother said to the child, "What do you want?"

(c) Insert suitable modals:

- (i) Mrs. Becky is amazing, she..... speak seven languages including Japanese. (Ability)
- (ii) Younot lose any more weight. You are already slim. (Necessity)
- (iii) Mr. Bobsell his farm house. (Remote possibility)
- (iv) Cars not be parked in front of the gate. (Prohibition)

(d) Complete the conditional sentences by inserting suitable verbs:

- (i) I..... (earn) a lot of money if I get that job.
- (ii) If Maria (work) hard she would have been top in her class.
- (iii) Would you mind if I (open) the window?
- (iv) The salad (taste) better if you added some garlic.

- Q.3 (a) You have received three boxes of switches and sockets from Delta Technologies, Bengaluru. Items are insufficient and damaged. Write a letter of complaint to replace and send sufficient, undamaged and fresh switches and sockets. [8]
- (b) Draft the reply of above complaint. [8]
- Q.4 Discuss in detail the barriers to communication and how to overcome the barriers to communication. [12+4=16]
- Q.5 Describe – (any two) [2×8=16]
- (a) Format of project report.
- (b) Non verbal communication
- (c) Qualities of good communication
- (d) Use of irony and humour in ‘The Luncheon’
- Q.6 (a) Give brief description of the station and the girl selling baskets at the Deoli station in the story ‘The Night Train at Deoli Station’. [8]
- (b) Write the summary of the story “How Much Land Does a Man Need?” by Leo Tolstoy [8]
- Q.7 (a) What is the purpose of the poem ‘If’? What are the essentials of manhood discussed in the poem ‘If’ by Kipling? [8]
- (b) The poem “No Men are Foreign” is the best example of universal brotherhood. Discuss. [8]
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