

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Tech (ECE) (Sem.-1)
COMMUNICATION SKILLS

Subject Code : HU-101

Paper ID : [A0124]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION - B & C. have FOUR questions each.
3. Attempt any FIVE questions from SECTION B & C carrying EIGHT marks each.
4. Select atleast TWO questions from SECTION - B & C.

SECTION-A

1. Answer the following briefly :

- a) Describe “*Channels of Communication*”.
- b) Describe process of reading.
- c) Construct sentences using following words as Nouns and Verbs: Paint, Watch
- d) Transform the following sentences into complex sentences :
 - i. We need a house to live in.
 - ii. He proved his innocence.
- e) Transform the following sentences into compound sentences :
 - i. Besides being pretty, she is clever
 - ii. He must run fast to catch the train.
- f) Write a note on: “*Listening Skills*”.
- g) Explain briefly role of audio visual aids in oral presentations.

- h) Write a note on “*Attending Telephone Calls*”.
- i) Describe briefly essentials of an effective resume.
- j) Distinguish between a vowel and a consonant.

SECTION-B

- 2. Describe the process of communication.
- 3. Explain structure of meaning techniques.
- 4. Describe writing styles.
- 5. a) Substitute with one word :
 - i. A person who presents a radio/television programme.
 - ii. A person who writes beautiful writing.
 - iii. A building containing tanks of live fish of different species.
 - iv. A place where coins, medal, or tokens are made.
- b) Convert and use the following word as adjectives : History, Skill, Fun, Beauty

SECTION-C

- 6. Draft an application for the post of an engineer in Max India Private Limited, Chandigarh. Also draft your resume/cv.
- 7. Explain the process of listening.
- 8. Classify consonants according to place and manner of articulation.
- 9. What points should we keep in mind while conducting a meeting?