

[Total No. of Questions - 9] [Total No. of Printed Pages - 4]
(2064)

14618

B. Tech 2nd Semester Examination

Communication & Professional Skills in English (O.S.)

HU-1003

Time : 3 Hours

Max. Marks : 100

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : The question paper consists of five sections A, B, C, D and E. Section E is compulsory. Candidates are required to attempt five questions in all selecting one question from each of the section A, B, C and D of the question paper and all the subparts of the questions in section E.

SECTION - A

- 1 (a) What are the various skills of effective reading? (10)
- (b) Write the phonetic transcription of the following words along with the primary and secondary stress:
Zip, pleasure, water, edges, illustrate. (10)

OR

- 2 Do as directed:
- (i) the ganges is the holy river for hindus (punctuate the sentence)
- (ii) cows sheep goats and camels are domestic animals, (punctuate the sentence)
- (iii) Distribute these between the children, (correct the sentence)
- (iv) He is _____one eyed man. (fill in suitable article)

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[P.T.O.]

- (v) Mammoth is _____ a pre-historical animal, (fill in suitable article)
- (vi) A place where cakes, pastries and biscuits are made, (substitute the sentence with one word)
- (vii) A quick brown fox jumped _____ the lazy dog. (fill in a suitable preposition)
- (viii) There is no ink _____ my pen. (fill in a suitable preposition)
- (ix) They _____ (go) to the market tomorrow. (write the correct tense)
- (x) The abbreviation ATM stands for? (2×10=20)

SECTION - B

3. (a) Write a letter to a firm for placing an order of ten air conditioners for your hotel at Chandigarh.
- (b) Write a precis of the following passage and give a suitable title to the passage:

All snakes are hunters and predators, feeding on the animals and sometimes their eggs. Having no limbs, snakes cannot hold their preys down to bite; hence they usually swallow them whole. Poisonous snakes sometimes do immobilize their preys with their venom to make consumption easier. Most poisonous snakes are conspicuously colored to warn others off. One example is the redheaded krait which has a bluish-black body and scarlet head and tail. Snakes like the cobras, which have less outstanding body colors, display their fatality by lifting the front part of their body and spreading their hoods.

It is truly a myth that poisonous snakes attack humans for food. Humans can never be their targets for food as we are normally too large for them to swallow, in cases where snakes do bite, these attacks are usually defensive ones

and the venom injected is normally little or sometimes even none. The full, fatal dose of the venom is only released on smaller animals which the snakes can swallow easily. Besides helping in the killing and immobilizing of their preys, the poison also acts as digestive agents for snakes.

Why then is the venom so deadly? In general, there are three kinds of poisons in the venom, though in varying amounts, depending on the type of snake in question. Venoms usually contain substances that weaken the blood corpuscles and the lining of the blood vessels. Profuse bleeding, often a common result of snake-bites, is caused by the anticoagulants present in the poison which prevents blood clotting. The paralysis of the heart and respiratory muscles is performed by the nervous system attacking toxins.

Though these bites are deadly, certain actions can be taken to slow down the spread of the venom, hence saving the victim's life. Attempting to incise and suck at the spot of the bite is more likely to be harmful than a cure. The poisonous venom usually travels fast into the body upon being released; hence sucking at the mouth of the wound will not help remove the poison, rather, incising the bite may lead the victim to great pain and further profuse bleeding. Instead, a broad, firm crepe bandage should be applied over the wound and up the full limb to compress the tissues and prevent the spread of the venom. After which, the victim must be duly sent to the hospital for professional treatment. (10×2=20)

OR

4. (a) Compose a report of the annual cultural function of your college.
- (b) What are the various steps for planning and organizing an effective meeting? (10×2=20)

[P.T.O.]

SECTION - C

5. (a) What are the barriers to effective listening?
(b) What techniques will you use to handle difficult calls?
(10×2=20)

OR

6. (a) What are the various skills you need to develop to improve listening?
(b) How can you control the call follow up action?(10×2=20)

SECTION - D

7. (a) What are the various skills for effective group discussion?
(b) How can you use audio visual aids for making a presentation?
(10×2=20)

OR

8. (a) How important is voice modulation in communication?
(b) Write a detailed note on the skills required to participate in group discussion?
(10×2=20)

SECTION - E

9. Write short notes on the following:
- (i) Voice modulation in speech.
 - (ii) Importance of body language in effective communication.
 - (iii) The important pointers for effective group discussion.
 - (iv) Principles of effective communication.
 - (v) Dealing with nervousness while speaking in public.
 - (vi) Principles of effective communication.
 - (vii) Importance of feed back in communication.
 - (viii) Memory and retention.
 - (ix) Regression and visual wandering.
 - (x) Syllable. (10×2=20)