

16031(J) J-16

**B. Tech 2nd Semester Examination**

**Communication & Professional Skills in English (NS)**

**HS-102**

**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 :** 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 is the difference between hearing and listening?  
(b) What are the barriers to listening? (2×10=20)

OR

2. (a) What are the elements of human communication?  
(b) What are the two kinds of hand movements that distinguish a calm mind from an agitated and restless mind? Give examples and show the differences. (2×10=20)

**SECTION - B**

3. (a) Discuss the utility of reports in the decision-making process of an organization.  
(b) Discuss minutes writing. (2×10=20)

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OR

4. (a) Describe a ball point pen. Use the principles of technical description while describing.  
(b) Use the following words in your own sentences so as to bring out their meanings: Agenda, cliché, appropriate, presentation, schedule (2×10=20)

**SECTION - C**

5. (a) What is the SQ3R method of reading? (10)  
(b) Write an essay on Business Ethics. (10)

OR

6. (a) Explain regression and visual wandering. (10)  
(b) Read the comprehension passage given below and answer the questions that follow:

Himachal Pradesh is home to several breeds of pheasants. These roly-poly birds are visually stunning and have a rare plumage. The best known among them are the Monal, the Khalij, the Koklas and the Great Western Tragopan. Till recently the Monal was the state bird of Himachal and the role has now been taken by Great Western Tragopan. The Tragopan melanocephalus is locally called the 'Juju Rana', or the king of birds. Local lore has it that when God finished making the world, He was still not satisfied with what He had made; the perfect creature had still not been created. He then took a colour from every being and then, brought into the world the delicately coloured the Great Western Tragopan. For the long time these birds were hunted and their meat was prized- and the feathers were used to decorate clothing that varied from brooches and adornments on caps. Their habitat was also greatly encroached upon and the oak and cedar woods which support them were bordered by villages, farm and orchards.

The bird finds mention as an, endangered species in the Red Data Book of the International Union of Conservation of Nature. This is also a Schedule I species in India's Wild Life Protection Act 1972. The Great Western Tragopan is found across The Western Himalayas from Northwest Pakistan, Jammu and Kashmir to farther East in Himachal Pradesh and in the Tehri Garhwal and the Kumaon regions of Uttrakhand.

- (i) Which breeds of pheasant are well known in Himachal Pradesh?
- (ii) Name the state bird of Himachal now.
- (iii) According to local lore why was Jujua Rana created?
- (iv) How did the Jujua Rana get its varied colours?
- (v) Why is the bird mentioned in the Red Data Book of the International Union of Conservation of Nature?  
(2x5=10)

#### SECTION - D

7. (a) What is report writing and what is the structure of a report?
- (b) Compose a report of the annual prize distribution function of your college. (2x10=20)

OR

8. (a) Write a letter to a firm for placing an order of ten air conditioners for your hotel at Chandigarh.
- (b) Write a letter inviting quotations for the printing of annual college magazine. (2x10=20)

[P.T.O.]

#### SECTION - E

9. Write short notes on:
  - (a) Personal SWOT analysis.
  - (b) Role of body language in communication.
  - (c) Give the meaning of the following pairs of homophones and use them in your own sentences: side: sighed; made: maid.
  - (d) Correct the errors in the following sentences:
    - (i) Neither of the statements were true.
    - (ii) The deer ran very fastly.
  - (e) Memorandum. (4x5=20)