

[Total No. of Questions - 9] [Total No. of Printed Pages - 4]
(2063)

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B.Tech 2nd Semester Examination
Communication & Professional Skills
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 : Attempt five questions in all selecting one question from each of the sections A, B, C and D of the questions paper and all the subparts of question in E section.

SECTION - A

1. Discuss four basic steps to effective reading.
How can be increase the speed of reading? **(20×1)**
2. Give phonemic transcription of the following words:
(a) these (b) wrath (c) pleasure (d) detail
(e) saw (f) sound (g) actual (h) mail
(i) boil (j) zero (k) rule (l) third
(m) doctor (n) card (o) could (p) home
(q) island (r) warm (s) build (t) tier **(20×1)**

SECTION - B

3. Differentiate between CV and Resume. Write a resume to apply for the post of Director in ABC institute of Technology, Kotta Road, Delhi **(20×1)**

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[P.T.O.]

4. The art of condensation is an essential element in our writing skills. Discuss and write a precis for the passage given below in about one third of the total number of words.

'Gandhi was a clever and intelligent politician. He knew how to get things done', says Arunima, a univ. student. There are other like her who may not consider him as a genius, as one of the greatest politicians the country ever had. 'Gandhi was a charismatic leader, few people had his qualities. For me Gandhi was as great a leader as Alexander was He was a genius', says Smastir, a budding musician and photo coordinator, who admits he is inspired by Gandhi's way of thinking. For those who rediscovered Gandhi through the Bollywood blockbuster "Lage Raho Munna Bhai", his appeal lies in his methods and in his results (success). Singh says, 'He appealed to the conscience of the people and created public opinion. Youngsters who admire him would not do so in public for fear of being labelled old-fashioned. This changed after the Munna Bhai film for most of us, he is a cool guy. We need people like him today'.

You might agree or disagree with Gandhi, but you could not ignore him. He is like the shadow in the side wings of an opera house, occasionally falling on the podium where drama is unfolding. We lean on him when our conscience is troubled and then push him to the background. Perhaps we are only following in his footsteps, using him when it is convenient just like he used his faith.

(20×1)

SECTION - C

5. What are the different types of listening that we use in one day today life? Give two examples for each type. **(20×1)**
6. Discuss the advantages of effective listening. Enlist the various tips which may help you improve your listening skills. **(20×1)**

SECTION - D

7. What do you mean by Group Discussion? Discuss GD as part of selection process. **(20×1)**
8. What points you would bear in mind while making a group presentation? Give examples to substantiate your views. **(20×1)**

SECTION - E

9. Write a short note on the following (only 10)
- (a) Paralinguistic skills.
 - (b) Expository writing.
 - (c) Memorandum.
 - (d) Barriers to listening.
 - (e) Role of moderator in a GD.
 - (f) Formal Report.
 - (g) Telephone techniques.
 - (h) Minutes of meetings.
 - (i) CV & Resume.
 - (j) New Communication Technologies.
 - (k) Business letters. **(2×10)**