

[Total No. of Questions - 5] [Total No. of Printed Pages - 3]
(2063)

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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.

SECTION - A

1. (a) Explain the process of communication with the help of basic communication model. **(10)**
- (b) What are the different types of listening skills? What is the Pyramid of Active Listening. **(10)**

OR

- (a) What are the Barriers & Communication and what are the Seven C's to effective communication. **(10)**
- (b) Define Non-Verbal communication. What is the role of Non-Verbal communication in the Job Interviews? **(10)**

SECTION - B

2. (a) What are the characteristics of an effective writing skills? What strategies should be kept in mind in the process of writing? **(10)**
- (b) What is the Inductive system of Paragraphing? Compare & Contrast it with deductive mode of paragraphing. **(10)**

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OR

- (a) What do you mean by purpose of the technical writing? Economy is one of the features of technical writing. Justify with examples. (10)
- (b) What are the requisites of an effective paragraph? Pin point the importance of topic sentence in a paragraph. (10)

SECTION - C

3. (a) What is SQ3R method of Reading? What is the right approach & Reading? (10)
- (b) Examine the importance of Eye-movement and fixations in the right approach to reading. (10)

OR

- (a) What are the writing skills in prices writing? (10)
- (b) Write a paragraph on "Man & Nature". (10)

SECTION - D

4. (a) Draft a Report on the wisdom of renewing our membership policy with libraries in the International circuit as an important step towards promoting bilateral educational ties. Submit the report to the ministry of Human Resource development, Govt. of India. (20)

OR

- (b) What is the difference between Resume Memorandum & Letter Writing. Explain with framing one examples. of each. (20)

SECTION - E (Compulsory)

5. (i) Write short notes on:
- (a) Encoding & decoding
 - (b) Feedback & Response
 - (c) Cliche
 - (d) agenda **(4×2=8)**
- (ii) Give the meaning of the following pairs of homophones and use them in your own sentences:
- (a) Name : Advice
 - (b) Birth : Birth
 - (c) Slair : Stare **(6)**
- (iii) *Replace* the following statements with one word:
- (a) Response from the receiver who has received and accepted communication.
 - (b) Informal communication is also known as _____. **(2)**
- (iv) Change the voice:
- (a) Do it
 - (b) Who bought this book? **(2)**
- (v) Correct the error in the following sentences:
- (a) Tine & Tide wait for none.
 - (b) Rither he or you is a thief. **(2)**