

Evening

Date: 18/12/2015.

Enrollment No: \_\_\_\_\_

## GANPAT UNIVERSITY

B. TECH ~~SEM - I & II~~ CBCS (NEW ~~REGULAR / REMEDIAL~~) EXAMINATION – NOV - DEC 2015

### 2HS103: Communication Skills

MAXM TIME: 3 HRS

MAXM MARKS: 60

- Instructions:** (1) This Question paper has two sections. Attempt each section in separate answer book.  
(2) Figures on right indicate marks.  
(3) Be precise and to the point in answering the descriptive questions.

#### SECTION: I

Q.1 What is Communication? Discuss its guiding principles in detail. (10)  
OR

Q.1 Attempt the following. (10)

- (1) Functions of communication
- (2) Formal Vs Informal Communication

Q.2 Define 'Listening' and discuss the causes of poor listening with examples. (10)

OR

Q.2 What is 'Reading Comprehension'? Discuss the types of reading in detail with examples. (10)

Q.3 Do as instructed. (10)

1. She \_\_\_\_\_ (wait) for me when I \_\_\_\_\_. (arrive) (Use proper form of the verbs)

2. How long \_\_\_\_\_ English? (Use proper form of the verb 'learn')

3. | həʊp fə ðə best | bət pri'peə fə ðə wɜ:st | (Rewrite the sentence in normal English script)

4. \_\_\_\_\_ he was the best candidate, he didn't win the elections. (Use proper conjunction)

5. The clock seems slow. No, it is not. It \_\_\_\_\_. (Use appropriate form of 'to stop')

6. Rewrite the words in normal English script: 1. | 'ziərəks | 2. | dik'teɪʃn |

7. One should abide \_\_\_\_\_ (with/by/to) all the rules as a responsible citizen of society.

(Select appropriate collocation)

8. Explain the eponyms: 1. Diesel 2. Nobel prize

9. You can avail the benefits of the scheme \_\_\_\_\_ you become a member.

(Use proper conjunction)

10. He \_\_\_\_\_ his bike on a bumpy terrain when suddenly he fell down.

(Use proper form of 'to ride')

## SECTION: II

Q.4 How will you plan your oral presentation to make it more effective? (1)

OR

Q.4 Attempt the following. (1)

1. Knowing your employer before facing interview
2. What components are evaluated through Group Discussion in a job interview?

Q.5 (A) Bharuch based Amina Papermills Pvt. Ltd. wishes to set up a production unit at Veraval. As a Chairman of the committee submit a detailed report with recommendations to the BoD of the company for its perusal. (0)

(B) Prepare a display advertisement announcing launch of flavoured fruit jam. (0)

OR

Q.5 (A) Abhinav Engineering Pvt. Ltd., Ahmedabad is looking for a young, dynamic and experienced HR Manager. Prepare an impressive resume containing above traits. (0)

(B) As a retailer of electronics home appliances, inquire for various models of newly launched LED TV. (0)

Q.6 Answer the following questions in brief. (1)

1. What is 'feedback'?
2. How communication is irreversible?
3. What is appreciative listening?
4. How the knowledge of punctuation enhances reading comprehension?
5. How will you analyze your audience in presentation?
6. What is Group Discussion?
7. What is creativity?
8. What are 4 Cs of effective written communication?
9. What is Post Script?
10. How is reference number helpful in a business letter?

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END OF PAPER-----