

Date: 26/05/2017.

Enrolment No: \_\_\_\_\_

new

## GANPAT UNIVERSITY

B. TECH SEM -I & II CBCS (NEW) REGULAR / REMEDIAL EXAMINATION – APR – JUNE - 2017

### 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 "Sharp communication skill is need of the time for professionals." – Evaluate the statement critically and discuss the process of communication covering all its stages of development. (10)

OR

Q.1 (1) Principles of communication (05)  
(2) Wrong inference and blocked categories as intrapersonal barriers (05)

Q.2 "Powerful reading comprehension is most essential for students as well as professionals." – Comment on the statement and briefly discuss the techniques of effective reading comprehension. (10)

OR

Q.2 (1) Reflecting implication and responding non-verbally (05)  
(2) Competitive mode of listening (05)

Q.3 Do as instructed. (10)

(1) My sister has completed her graduation by December next year.

(Spot the error and rewrite the sentence)

(2) Use the homophones and make one sentence each: Principal - Principle

(3) She doesn't want to be \_\_\_\_\_ on her parents.

(Insert proper form of 'to depend')

(4) Explain the eponym: Watt

(5) I prefer a cup of tea \_\_\_\_\_ coffee. I hate coffee.

(from/than/to)

(6) Unfortunately, the driver didn't saw the red light.

(Correct the sentence)

(7) This is Sharad \_\_\_\_\_ won the first prize.

(Use proper Conjunction)

(8) Give Synonym for: 1. Amuse 2. Amendment

(9) Give one word substitute for: Unreasonable fear of open spaces

(10) I found out my \_\_\_\_\_ pen.

(Put appropriate form of 'to lose')

## SECTION: II

**Q.4** Define 'interview' and discuss the stages of job interview in detail. (10)

**OR**

- (1) 5W1H of effective oral presentation (05)
- (2) Usefulness of group discussion (05)

**Q.5** (A) As a chairman of three member committee, submit a report with recommendations to the BoD of Navyug Packaging Pvt. Ltd., Palanpur for the possibility of acquiring Chhatral based Mahavir Packaging. (06)

(B) Prepare a display advertisement for promoting sale of internet data plans. (04)

**OR**

**Q.5** (A) Draft a functional resume for Ms. Shikha Shahu who is a post-graduate in computer application, holds two diplomas, has rich work experience and has many other credentials and qualities. (05)

(B) Draft a letter of sale promotion to a science graduate Mr. Sukhvindar Saini to enroll himself in your Spoken English Academy. (05)

**Q.6** Answer the following questions briefly. (10)

- (1) What is 'communication selectivity'?
- (2) What are collocations?
- (3) What do you mean by 'being non-evaluative'?
- (4) What is intensive reading and how is it different from extensive reading?
- (5) What are the steps for preparing oral presentation?
- (6) What are the pre-requisites of group discussion?
- (7) What is persuasive interview?
- (8) What is a topic sentence?
- (9) What is a resume? What are the two types of resumes?
- (10) What are the mandatory parts of a business letter?

-----END OF PAPER-----