

GANPAT UNIVERSITY**B. TECH SEM-II CBCS (IT/CE/EC/BM&I/Civil Int./ME Int./Marine) REGULAR EXAMINATION**

April - June 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? Explain the process of communication with a diagram. (10)
OR
 What is barrier? Discuss interpersonal barriers in detail with examples and remedies. (10)
- Q.2** What is Listening Comprehension? Discuss various types of Listening Comprehension? (10)
OR
 What is reading comprehension? Explain intensive and extensive reading comprehension with examples.
- Q.3 Do as instructed.** (10)
1. Give full form of: **LASER**
 2. Ann _____ for the last two weeks and she's getting better at it.
 (Insert proper form of the verb 'to practice')
 3. I walked over a banana _____ and fell down. (skin, peel, layer)
 4. /evri klaud hæz ə silvə lamɪŋ/ (Rewrite the proverb in normal English script)
 5. She often does knitting in the evening but tonight she _____ a piano lesson.
 (Insert proper form of the verb 'to take')
 6. This used to be a station and all Bombay trains _____ here.
 (Insert proper form of the verb of 'to stop')
 7. I _____ wine since my friend's wedding.
 (Insert proper form of the verb 'to drink')
 8. I _____ all my assignments by next week.
 (Insert proper form of the verb 'to finish')
 9. Varun _____ 1000 stamps in 1 year. Now he doesn't know where to put them all.
 (Insert proper form of the verb 'to collect')
 10. They _____ that bridge when I was here last year. They haven't finished yet.
 (Insert proper form of the verb 'to build')

SECTION: II

Q.4 Write a detailed note on the various stages of a job interview (10)

OR

Write short notes on the following. (10)

1. Benefits of a Group Discussion
2. Types of a Job Interview

Q.5 Prepare a committee report with recommendations for submission to the Board of Directors to investigate and report the responsible causes that have led to decrease in the sales of readymade garments. (10)

OR

(A) Draft a commercial classified for an IELTS coaching academy wanting talented faculty. (10)

(B) Prepare the draft of reply letter to the retailer who has made an inquiry for purchase of SLR cameras.

Q.6 Answer the following questions in brief. (10)

1. How does attention line work? Give an example.
2. How can one send secret information?
3. What is response in communication?
4. List out any FOUR traits of a good listener.
5. What is a modern use of a post script in business?
6. List out stages of preparing an oral presentation.
7. Why being courteous in writing is important?
8. What is the importance of Enclosure list?
9. List out any FOUR positive behaviours during group discussion.
10. What are the components of non-verbal communication?

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