

B.E. SEMESTER-II Examination

BE-II/6(A)

216519

632/18

Communication Skills

Course Code : HMC-201

Time Allowed: Three Hours

Maximum Marks - 80

Note: Attempt two questions from section A with internal choice and three questions from section B with internal choice. All questions carry equal marks.

SECTION - A

UNIT - 1

1. Write an enquiry letter to a steel manufacturer based at Chennai regarding auction of steel scraps.

OR

Make precis of the following passage and give a suitable heading to it.

Trees give shade for the benefit of others and while they themselves stand in the sun and endure scorching heat, they produce the fruit relished by others. The character of good men is like that of trees. What is the use of this perishable body, if no use of it is made for the benefit of mankind? Sandalwood - the more it is rubbed, the more scent does it

[Turn Over

This is to enquiry about

yield. Sugarcane—the more it is peeled and cut into pieces, the more juice does it produce. Gold—the more it is burnt, the more it glitters. The men who are noble at heart do not lose these qualities even in losing their lives. What does it matter whether men praise them or not? What difference does it make whether riches abide with them or not? What does it signify whether they die at this moment or whether their lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and cows. Those who lay down their lives for the sake of a friend, or even for the sake of a stranger, will assuredly dwell forever in a world of bliss.

UNIT - 2

2. (i) Construct sentences by using the following phrases:
(Any four)
(a) let sleeping dogs lie (b) sort out (c) time and again
(d) bring to light (e) carry out
- (ii) Fill in the blanks using appropriate subject verb agreement. (Any four)
- (a) Slow and steady The race (win/wins).
- (b) Neither Peter nor James any right to the property (has/have)
- (c) No prize or medal given to the boy, though he stood first in the examination (was/were).

- (d) Either Mary or Alice responsible for this (is/are).
- (e) Neither the Minister nor his colleagues given any explanation for this (has/have).
- (iii) Punctuate the following lines by using the punctuation marks wherever necessary:

its well said some are bore great some achieve greatness and some have greatness thrust upon them

OR

- (i) Insert Articles wherever necessary: (Any four)
- (a) Both friends were successful.
- (b) Jhelum flows through valley of Kashmir.
- (c) English are wise people.
- (d) He paid me seven rupees and half.
- (e) Draw map of India.
- (ii) Fill in the blanks with suitable preposition: (any four)
- (a) These are the good rules to live (by/in).
- (b) There is no meaning (to/in) what you say.
- (c) He boasted (for/of) his accomplishments.
- (d) The police must enquire (upon/into) the matter.
- (e) I have been working hard (in/for) mathematics.
- (iii) Give antonyms of the following words:
- (a) Captive (b) prudent (c) sober (d) feeble

SECTION – B

UNIT – 3

3. What is the meaning of communication? Discuss briefly the elements of communication.

OR

What are the barriers to effective communication? How can we improve the business communication?

UNIT – 4

4. What qualities people judge in group discussion? Discuss.

OR

Why is listening important? List do's and don'ts of effective listening.

UNIT – 5

5. What is brain storming? What are the techniques used in brain storming?

OR

What are the skills involved in effective meetings?
