

Total No. of Questions – 10

Total printed pages: 04

B.E. I Semester Examination

BE-I/11(A)

229928

Communication Skills

Course Code : HMC-101

Time Allowed: Three Hours

Maximum Marks – 50

Note: Attempt any five questions from the following. One question from each unit is compulsory. All questions carry equal marks.

UNIT – I

1. Write a letter to the editor of 'Times of India' pointing out the lack of transport facilities for students and public in your area.
2. Draft a notice informing students of the college with regard to holding of blood donation camp in the college community hall on 8th Jan, 2019. 10

UNIT – II

3. Use the following five idioms and phrases in your own sentences:
 - (a) Null and void, on the spur of the moment, take to heart, under the influence, look before you leap, lend an ear, every inch. Get in on.
 - (b) Choose from the alternatives the one which best fits the

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- blank and write its letter on your answer sheet.
- (i) He took Greek when he was over sixty
(a) up (c) under
(b) for (d) from
- (ii) Very few people have never heard shakespeare.
(a) of (c) off
(b) on (d) by
- (iii) He is very interested history.
(a) in (c) for
(b) on (d) about
- (iv) We suspected our cashier stealing the funds.
(a) on (c) with
(b) for (d) of
- (v) He succeeded passing the examination in his second attempt.
(a) on (c) for
(b) to (d) in

(c) Give the synonyms of the following adjectives:

accurate, brave, clumsy, desperate, energetic

4. In the following sentences select the verb form which you feel is appropriate. If both the verb forms are appropriate. Say why.

- (a)(i) The team (has, have) won fifteen games this season.
- (ii) What you believe about these matters (does not, do not) make a bit of difference.
- (iii) Success and happiness (is, are) the goal of every student.
- (iv) The president told me that John and I (am, are) to serve on the committee.

- (v) One of the main reasons for the defeat of the team (was, were) the mistakes made in the second half.
- (b) Insert 'a' or 'an' in the following:
- (i) I bought horse, ox and buffalo.
- (ii) Sri Lanka is island.
- (iii) I failed to pay instalment.
- (iv) I shall be back in hour.
- (v) Is there hospital in your town.
- (c) Insert semi-colons in the following sentences where they are needed:
- (i) The merchant at the week-end becomes a hunter the clerk becomes a gardner.
- (ii) I want my life for myself I donot believe in working for others.
- (iii) They are not all important others are far more important.
- (iv) Opponents should not be attacked they should be argued with.
- (v) Actions are the obvious reflex to leisure they consume it.

10

SECTION – B
UNIT – III

5. You have installed a computer system in your office dealing with consultancy and vocational guidance. Write a memo to your head office reporting the installation of the system and its benefits that you expect to acquire.

10

(3)

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6. What are the different factors one has to be sensitive to, to become an effective speaker? 10

UNIT - IV

7. Discuss the concept of active listening? Is listening different from hearing? 10
8. What qualities people judge in group discussion? Discuss. 10

UNIT - V

9. What skills does one require for conducting a meeting effectively? 10
10. Write the significance of body language in an interview? What tips will you keep in mind while facing an interview? 10
