

Enrollment No.....



Faculty of Engineering  
End Sem (Odd) Examination Dec-2017  
EN3HS02 Communication Skills

Programme: B.Tech.

Branch/Specialisation: All

**Duration: 3 Hrs.**

**Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1
- i. A word that qualifies a noun or a pronoun is called \_\_\_\_\_. **1**  
(a) Pronoun (b) Preposition (c) Adverb (d) Adjective
  - ii. He appears to be quite genuine. The underlined word is \_\_\_\_\_. **1**  
(a) Interjection (b) Pronoun (c) Adjective (d) Adverb
  - iii. One who always reads for ideas and informations is \_\_\_\_\_ reader. **1**  
(a) Inactive (b) Passive (c) Impatient (d) Efficient
  - iv. The speed of reading for learning requires \_\_\_\_\_ word per minute. **1**  
(a) 100-200 (b) 200-400 (c) 400-700 (d) 10-20
  - v. Effective writing skills does not include use of \_\_\_\_\_. **1**  
(a) Active and passive voice (b) Concrete words  
(c) Unity of thoughts (d) Wordiness and redundancy
  - vi. Standard precis' writing demands \_\_\_\_\_ length of the original passage. **1**  
(a) One-third (b) Two-third (c) Paragraph (d) One-fourth
  - vii. \_\_\_\_\_ is not a barrier to effective listening. **1**  
(a) Headache (b) Positive response  
(c) Technical fault (d) Status and ego
  - viii. Listening is a/an \_\_\_\_\_ process. **1**  
(a) One way (b) Involuntary  
(c) Physiological (d) Two way
  - ix. For effective oral presentation, use of a-v aids is \_\_\_\_\_. **1**  
(a) Must (b) Unnoticed (c) Arbitrary (d) Negligible

P.T.O.

[2]

[3]

- x. English alphabet has \_\_\_\_\_ international phonetic symbols/sounds. **1**  
(a) 48 (b) 72 (c) 44 (d) 108
- Q.2 i. Enlist all the parts of speech with two examples for each. **2**  
ii. Match the following: **3**
- |   |                    |
|---|--------------------|
| (a) Absence of government                 | (a) Monarchy       |
| (b) Government by a small group of people | (b) Anarchy        |
| (c) Government by king or queen           | (c) Oligarchy      |
| (d) One who loves mankind                 | (d) Bigot          |
| (e) One who hates mankind                 | (e) Misanthrope    |
| (f) With prejudiced religious views       | (f) Philanthropist |
- iii. Change the voice: **5**  
(a) The teacher taught grammar to the students.  
(b) She has learned the art of archery.  
(c) Mukta does not sing songs in the parties.  
(d) Malik is drawing a picture.  
(e) Lectures have been delivered by Mr Joseph.
- OR iv. Change the tenses as per the instruction: **5**  
(a) Rohan is dancing in the ceremony.(future simple)  
(b) The students have submitted the notebook.(past simple)  
(c) They were playing in the ground. (future continuous)  
(d) My daughter has been learning music since her childhood.(past perfect continuous)  
(e) I read the letter. (present simple)
- Q.3 i. Mention the benefits of developing effective reading skills. **4**  
ii. Mention the importance of note-taking and note-making skills. Suggest any four of its strategies. **6**
- OR iii. What is SQ3R reading technique? Discuss its importance in effective communication. **6**
- Q.4 i. Attempt précis writing of the following: **4**  
(a) Do not put off till tomorrow what you can do today.  
(b) This is a mechanically propelled road vehicle.

- ii. Write technical description of any one of the following: **6**  
(a) Solar Cooker (b) Mobile Phone
- OR iii. Write a paragraph in 200-250 words on any one of the following: **6**  
(a) Social Networking sites (b) Patriotism and the youth
- Q.5 i. Name the various types of listening with one example for each. **4**  
ii. What do you mean by effective listening skill? Differentiate between hearing and listening. **6**
- OR iii. What barriers do we come across effective listening? How can they be overcome? **6**
- Q.6 Attempt any two: **5**  
i. Importance of Audio-Visual Aids during effective Oral Presentation **5**  
ii. Importance of Body Language and traits of language during effective Oral Presentation. **5**  
iii. Write phonetic transcription for the following words: **5**  
(a) Car (b) Bee (c) Mobile  
(d) Class (e) Leader

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EN3HS02 Communication Skills  
**Marking Scheme**

- Q.1 i. A word that qualifies a noun or a pronoun is called \_\_\_\_\_. **1**  
(d) Adjective
- ii. He appears to be quite genuine. The underlined word is \_\_\_\_\_. **1**  
(d) Adverb
- iii. One who always reads for ideas and informations is \_\_\_\_\_ reader. **1**  
(d) Efficient
- iv. The speed of reading for learning requires \_\_\_\_\_ word per minute. **1**  
(a) 100-200
- v. Effective writing skills does not include use of \_\_\_\_\_. **1**  
(d) Wordiness and redundancy
- vi. Standard precis' writing demands \_\_\_\_\_ length of the original passage. **1**  
(a) One-third
- vii. \_\_\_\_\_ is not a barrier to effective listening. **1**  
(b) Positive response
- viii. Listening is a/an \_\_\_\_\_ process. **1**  
(d) Two way
- ix. For effective oral presentation, use of a-v aids is \_\_\_\_\_. **1**  
(a) Must
- x. English alphabet has \_\_\_\_\_ international phonetic symbols/sounds. **1**  
(c) 44
- Q.2 i. Enlist all the parts of speech with two examples for each. **2**
- ii. Match the following: (0.5 mark each) **3**
- |   |                    |
|---|--------------------|
| (a) Absence of government                 | (b) Anarchy        |
| (b) Government by a small group of people | (c) Oligarchy      |
| (c) Government by king or queen           | (a) Monarchy       |
| (d) One who loves mankind                 | (f) Philanthropist |
| (e) One who hates mankind                 | (e) Misanthrope    |
| (f) With prejudiced religious views       | (d) Bigot          |

- iii. Change the voice: (1 mark each) **5**
- (a) The teacher taught grammar to the students.  
Grammar was taught to the students/by the teacher.
- (b) She has learned the art of archery.  
The art of archery has been learnt/learned by her.
- (c) Mukta does not sing songs in the parties.  
Songs are not sung in the parties by Mukta.
- (d) Malik is drawing a picture.  
A picture is being drawn by Malik.
- (e) Lectures have been delivered by Mr Joseph.  
Mr Joseph has delivered lectures.
- OR iv. Change the tenses as per the instruction: (1 mark each) **5**
- (a) Rohan is dancing in the ceremony.(future simple)  
Rohan will dance.....
- (b) The students have submitted the notebook.(past simple)  
The students submitted .....
- (c) They were playing in the ground. (future continuous)  
They will be playing.....
- (d) My daughter has been learning music since her childhood.(past perfect continuous)  
My daughter had been learning.....
- (e) I read the letter. (present simple)  
I read the letter.
- Q.3 i. Atleast 7 or 8 benefits of developing effective reading skills. **4**  
(½ mark \* 8 = 4 marks)
- ii. Importance of note-taking and note-making skills **6**  
At least four/five importance - 4 marks  
Linear method/mapping/web/outlining methods etc – 2 marks
- OR iii. Full form of SQ3R and their meaning/explanation. Atleast seven /eight points as importance.(2 \* 3 = 6 marks) **6**
- Q.4 i. Attempt précis writing of the following: **4**
- (a) Do not put off till tomorrow what you can do today- 2 marks
- (b) This is a mechanically propelled road vehicle – 2 marks

	ii.	Technical description Introduction/working principle/functioning of the parts and the machine/ labelled diagram/advantages/ disadvantages / conclusion etc (Any six)	<b>6</b>
OR	iii.	Paragraph in 200-250 words Meaning/explanation/one central theme and illustration	<b>6</b>
Q.5	i.	Min. four/ max eight types with examples (0.5 mark * 8 = 4 marks)	<b>4</b>
	ii.	Meaning and process of effective listening – 3 marks Min six differences – 3 marks (0.5 mark * 6 = 3 marks)	<b>6</b>
OR	iii.	At least 3 barriers and their explanation with examples – 3 marks Measures to overcome them – 3 marks	<b>6</b>
Q.6		Attempt any two:	
	i.	Importance of Audio-Visual Aids during effective Oral Presentation. Atleast 7/8 points or a paragraph (200/250 words)	<b>5</b>
	ii.	Importance of Body Language and traits of language during effective Oral Presentation. Atleast 7/8 points or a paragraph (200/250 words)	<b>5</b>
	iii.	Write phonetic transcription for the following words: (a) Car                      (b) Bee                      (c) Mobile (d) Class                    (e) Leader (The evaluator knows or look into the oxford dictionary)	<b>5</b>

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