

Enrollment No.....



Faculty of Engineering
End Sem (Even) Examination May-2018
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. The number of tigers in the country decreasing. 1
(a) is (b) are (c) has (d) have
 - ii. Give one word for the one who loves mankind: 1
(a) Philanthropist (b) fratricide
(c) Genocide (d) Theist
 - iii. Which one is not a type of reading: 1
(a) Active (b) Passive (c) Scanning (d) None
 - iv. In SQ3R, the letter 'Q' stands for- 1
(a) Quick (b) Quit (c) Question (d) Query
 - v. Précis is written from.....person's point of view. 1
(a) First (b) Second (c) Third (d) None
 - vi. The word 'however' is used to express: 1
(a) Contrasting (b) Citing example
(c) Cause and effect (d) None
 - vii. Hearing is a.....process. 1
(a) Active (b) Passive (c) Slow (d) None
 - viii. Attentive listening.....others. 1
(a) Heals (b) Disturbs (c) Distracts (d) None
 - ix. Audio-Visual aids make an oral presentation..... 1
(a) Effective (b) Ineffective (c) Complex (d) Difficult
 - x. Which one of the following is not true in case of an effective oral presentation: 1
(a) Right content (b) Lively delivery
(c) Well prepared (d) Poor language

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- Q.2 i. Fill in the blanks: **4**
(a) The donkey jumped....(into/onto) the well.
(b) I bought(a/an/the) pair of trousers for him.
(c) Please ...our sincere apologies. (accept/except)
(d) Cotton ... fire easily. (appropriate form of 'catch')
- ii. Do as directed: **6**
(a) The policeman took the injured to the hospital.(Make passive)
(b) The master said to the servant, "Go away". (Change into indirect speech)
(c) Use any two idioms in sentence:
Action speaks louder than words, Ball is in your court, Piece of cake
- OR iii. What do you mean by tenses? Describe in detail. **6**
- Q.3 i. Note making and note taking are essential tools for preparing notes. Elucidate the statement **3**
- ii. Read the passage carefully and answer the question that follow: **7**
The term co-operation loses its meaning when 'co-operative' becomes 'competitive' and just a firm of shopkeepers, entering into rivalry with either similar co-operatives or private shops. In the issue of licenses, permits, supplies, grants, loans, etc., government follows a general policy of preferring co-operatives to private organisation. Since government itself is run on party lines, this has led to rival co-operatives, one favoured by the party in power and the other trying to checkmate it. To remedy this, one way would be to insist on having only one multi-purpose co-operative in one unit, to eliminate all private dealers in distribution and make membership in the co-operative society compulsory for every householder.
My feeling is that co-operatives whether in selling, purchasing or distributing should be restricted to carry on their operations for and among their members only. They must not become commission agents or middlemen between non-members on the one hand and government or the world on the other.

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- Question:
(i) When does a co-operative lose its proper function?
(ii) What solution has been suggested by the writer to remove rivalry among co-operatives?
(iii) Why should membership be made compulsory for all householders?
(iv) The word 'operation' in the passage means.....(Choose from option given)
• Management
• Surgical procedure
• Work
- OR iii. Why SQ3R technique of reading is considered as one of the most effective techniques of reading. **7**
- Q.4 i. Write do's and don'ts of précis writing. **4**
ii. Develop a paragraph on any one of the following: **(150 words)** **6**
(a) Health is Wealth
(b) Ban on Fire Crackers in Delhi
- OR iii. Write technical description of a mobile phone or mini drafter **6**
- Q.5 i. Explain Process of listening. **3**
ii. Define Listening. What are the features of effective listening? **7**
- OR iii. "The biggest communication problem is we do not listen to understand." Elucidate the statement in reference to barriers to effective listening. **7**
- Q.6 i. Transcribe the words phonetically: (any three) **3**
car, bat, nut, oil, king, chin, pool
ii. Discuss the techniques to deliver an effective oral presentation. **7**
- OR iii. "Audio Visual aids are great tools to catch audience attention." Explain. **7**

Marking Scheme EN3HS02 Communication Skills

Q.1	i.	The number of tigers in the country decreasing. (a) is	1
	ii.	Give one word for the one who loves mankind: (a) Philanthropist	1
	iii.	Which one is not a type of reading: (d) None	1
	iv.	In SQ3R, the letter 'Q' stands for- (c) Question	1
	v.	Précis is written from.....person's point of view. (c) Third	1
	vi.	The word 'however' is used to express: (a) Contrasting	1
	vii.	Hearing is a.....process. (b) Passive	1
	viii.	Attentive listening.....others. (a) Heals	1
	ix.	Audio-Visual aids make an oral presentation..... (a) Effective	1
	x.	Which one of the following is not true in case of an effective oral presentation: (d) Poor language	1
Q.2	i.	Fill in the blanks: 1 mark each (1 mark *4) (a) The donkey jumped into the well. (b) I bought a pair of trousers for him. (c) Please accept our sincere apologies. (d) Cotton catches fire easily.	4
	ii.	Do as directed: (a) The policeman took the injured to the hospital.(Make passive) 2 marks (b) The master said to the servant, "Go away". (Change into indirect speech) 2 marks (c) Use any two idioms in sentence: Action speaks louder than words, Ball is in your court, Piece of cake 1 mark for each correct answer (1 mark *2) 2 marks	6
OR	iii.	Definition of tenses 2 marks Explanation of tenses 4 marks	6

Q.3	i.	Explanation and importance of note making and taking	3
	ii.	Question: (i) When does a co-operative lose its proper function? 2 marks (ii) What solution has been suggested by the writer to remove rivalry among co-operatives? 2 marks (iii) Why should membership be made compulsory for all householders? 2 marks (iv) The word 'operation' in the passage means.....(Choose from option given) 1 mark • Management • Surgical procedure • Work	7
OR	iii.	Definition of SQ3R 2 marks SQ3R technique of reading 5 marks	7
Q.4	i.	Do's of précis writing. 2 marks Don'ts of précis writing 2 marks	4
	ii.	Develop a paragraph on any one of the following: (150 words) Introduction of the topic 2 marks Main content and clarity of thought 3 marks Conclusion 1 mark	6
OR	iii.	Technical description of a mobile phone or mini drafter Diagram 2 marks Explanation 4 marks	6
Q.5	i.	Process of listening with HURIER model	3
	ii.	Definition Listening 2 marks Features of effective listening 5 marks	7
OR	iii.	Name of Barriers 2 marks Explanation of quote with barriers 5 marks	7
Q.6	i.	Transcribe the words phonetically: (any three) 1 mark for each (1 mark * 3) car, bat, nut, oil, king, chin, pool	3
	ii.	Techniques to deliver an effective oral presentation. Minimum 5 to 6 techniques	7
OR	iii.	Names of Audio Visual aids 2 marks Explanation 5 marks	7
