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Dec.-22-0001

HS-101 (English Communication Skills)
(Common for B. Tech., B. Pharm, Ayurveda, B. Arch.)

B.Tech. 1st (CBCS)

Time : 3 Hours

Max. Marks : 60

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt five questions in all. Select one question from each section A, B, C and D. Section E is compulsory..

SECTION - A

1. What are the barriers to Effective Communication? How is it possible to overcome these barriers? (12)
2. Elaborate the major components of Effective Business Communication in detail. (12)

SECTION - B

3. Define any five parts of speech, giving at least two examples each. (12)
4. Write a brief note on any two of the following with examples:
 - (i) Consonant sounds
 - (ii) Transcription
 - (iii) English Diphthongs(12)

SECTION - C

5. What is the difference between technical and literary style of writing? Explain by citing suitable examples. (12)

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6. What do you understand by business letters? Elaborate by citing the structure of any one of them. (12)

SECTION - D

7. What are the different methods to enhance Soft Skills? Explain (12)
8. What are the pre-requisites of becoming a good leader and a team-player? Discuss in detail. (12)

SECTION - E

9. (A) Do as directed:
 - (i) He had been sleeping for five hours. (Identify the tense)
 - (ii) The train _____ (leave) the platform after all the passengers had boarded. (Use appropriate form of verb)
 - (iii) They are having lunch (identify the tense).
 - (iv) Radhe Shayam is _____ university Professor. (Fill in appropriate article) (4×1=4)
- (B) Write short notes on the following:
 - (i) Write a covering letter to a company responding to their advertisement.
 - (ii) What do you mean by Oral Fluency?
 - (iii) Differentiate between memos and letters.
 - (iv) Differentiate between Text Messaging (SMS) and Instant Messaging (Chatting). (4×2=8)