

M-69/2110

COMMUNICATION SKILLS- 1004

SEMESTER-I (SYLLABUS DECEMBER-2019)

TIME ALLOWED 3 Hrs

M.M 36

Attempt 2 questions each from sections A and B. Section C is compulsory.

SECTION A

(5.5 marks x 2)

- Q1. What do you understand by Communication? Explain the process of communication.
- Q2. Explain the various barriers that may arise during Communication?.
- Q3. What are the various types of Communication? Explain any one in detail.
- Q4. A multinational Fashion House located in New York is looking for a fresher to join their company. Write a resume that you will send to them.

SECTION B

(5.5 marks x 2)

- Q5. Write a letter to your bank manager requesting him to approve your education loan.
- Q6. Explain Non Verbal communication in detail.
- Q7. Write a paragraph on the current Covid 19-Pandemic OR on "The Menace of Drug Addiction".
- Q8. Make a précis of the given passage and suggest a suitable title.

Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit from which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether their lives are prolonged? Happen what may, those who tread on the right path will not set foot on 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 crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

Q. 9- Give short answers:

SECTION C

(2 marks x 7)

- i. What is the difference between one way and two way communication?
- ii. What is the purpose of an agenda?
- iii. Give antonyms for the following:
 - a. Dawn b. Happy c. Combine d. East
- iv. Give synonyms for the following:
 - a. Cheerful b. Powerful c. Sorry d. Win
- v. Give the meanings of the following homonyms:
 - a. Bat b. Bear c. Break d. Tear
- vi. Change the voice of the following sentences:
 - a. Tom is driving a car.
 - b. He did not call me.
- vii. Phonetically transcribe the following words:
 - a. Cat b. Father