

[Total No. of Questions - 9] [Total No. of Printed Pages - 2]

Dec-24-0007 (CBCS/NEP)

HS-111 (Communication Skills)

(Common for B.Tech., B.Arch., BBA, BCA, BHMCT 1st)

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 : The Question Paper contains 01+08 (total 9 Questions).

Question 1 has 8 subparts and all questions are compulsory. Rest Attempt one question each from Section I, II, III, and IV.

(Compulsory)

1. (a) Explain the difference between a consonant and a vowel sound.
- (b) How is a resume different from a curriculum vitae?
- (c) Assume that you are facing an interview panel. The interviewers have asked you to 'Introduce yourself'. Explain how would you answer this question?
- (d) Explain the role of eye contact in an interview.
- (e) What is SWOT analysis?
- (f) How is posture different from gesture? Explain with suitable examples.
- (g) Explain psychological barrier of communication with an example.
- (h) Can you cite an example of how improving a specific communication skill enabled you to resolve a problem in personal life.

(8×2½=20)

SECTION - I

2. Explain the seven C's of communication with suitable business examples. (10)
3. Explain the communication process with a diagram and suitable examples. Can there be any barriers while communicating a message. If yes, then explain them with suitable examples. (10)

SECTION - II

4. Explain the mechanism of speech production with a diagram. Explain all long vowel sounds with suitable examples. (10)
5. Explain all the twenty-four consonant sounds with the help of place and manner of articulation. Provide suitable examples as well. (10)

SECTION - III

6. You are applying for the post of Senior Engineer in a company engaged in producing computer hardware. Prepare your cover letter for the said post. (10)
7. Draft a sample resume. (10)

SECTION - IV

8. Choose an online shopping portal of your choice like Amazon, Flipkart and do a SWOT analysis of that company. (10)
9. Analyse the importance of team building. What are the techniques for gaining and keeping the team individuals' attention for the accomplishment of team goals? (10)