

Exam.Code:0906

Sub. Code: 6661

1058

B.E. (Biotechnology)

Second Semester

HSS-202: Communication Skills

(Common with Civil, IT and CSE)

Time allowed: 3 Hours

Max. Marks: 50

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting two questions from each Unit. .

x-x-x

I. Attempt the following:-

- a) Give one word for " A government by an absolute ruler "
- b) Give the meaning of the idiom " in the nick of time " and make a sentence using the idiom
- c) What is the antonym of " Introvert"
- d) Convert to present perfect" I repair a machine"
- e) Give two advantages of having good communication skills
- f) Convert to passive voice " The batsman will make runs"
- g) What two points you will keep in mind to excel in a Group Discussion
- h) Write a sentence using the preposition "after"
- i) Give examples of a homograph
- j) Name two types of reports (10x1)

UNIT – I

- II. What are the various barriers to communication? Discuss in detail? (10)
- III. Write a letter in 400 words to your friend on " The neighbour hood in which I grew up and how I spent my childhood days ". (10)
- IV. Write a paragraph in 500 words on the topic " Goonj , the cultural festival of UIET". (10)

UNIT – II

- V. How does communication take place in organizations? What are communication networks ? Draw and illustrate the networks ? What are the entities with which an organization communicates ? Draw and illustrate ? Give details of communication between the organization and any three entities ? (10)

P.T.O.

(2)

VI. As the General manager of a company write a memo in 450 words to the marketing field executives of your company. Your company makes water filters and vacuum cleaners. Tell the executives as to how to do door to door sales, how to contact the customers on phone and take appointment, how to demonstrate the product etc. (10)

VII. Write short notes on :-

a) Recent developments in Media

b) Non-verbal communication

(10)

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