

1108  
B.E., (Bio-Technology)  
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) What is meant by "Minutes of meeting"
  - b) Name two types of reports
  - c) Give two personality traits that are necessary to be successful in an interview
  - d) Draw a Grape vine pattern
  - e) Name two telephone etiquettes
  - f) Write one word for " That which is contrary to law"
  - g) Make a sentence using the preposition "before"
  - h) Make a sentence using the three articles 'a', 'an' and 'the' (single sentence)
  - i) Give the meaning of the idiom " to bring to light" and make a sentence using the idiom
  - j) Give example of a homophone (10x1)

UNIT - I

- II. Write a letter in 400 words to your friend on " how you reduced traffic congestion in Panjab University and how using stickers, one-way traffic movement and barricades you could direct the traffic properly". Draw a diagram to illustrate the layout of Panjab University (rough) and traffic congestion points? (10)
- III. What are the barriers to communication? Discuss in detail? (10)
- IV. Write a paragraph in 500 words on the topic "How I travelled to the centre of Earth and what I found there". (10)

P.T.O.



(2)

**UNIT - II**

- V. As the Chief of Police of the district write a memo in 450 words to all the police officers of your district. Tell them about the personality traits needed to be a good police officer, how to handle difficult situations and how to handle stress? (10)
- VI. How will you make a good presentation? How will you handle question hour session after the presentation? (10)
- VII. Write short notes on:-
- a) Communication in organizations and communication networks
  - b) Public speaking and handling stage fright (2x5)

x-x-x