

Exam.Code:0906

Sub. Code: 6661

1019

B. E. (biotechnology)

Second Semester

**HSS-202: Communication Skills
(Common with Civil, IT and CSE)**

Time allowed: 3 Hours

Max. Marks: 50

NOTE: Attempt all questions.

x-x-x

I. Write short notes on any four of the following:-

- a) Definition of communication.
- b) Body language
- c) Media and effective communication
- d) Communication and its social context.
- e) Rhythm and stress
- f) Communication skills

II. Attempt any two questions:-

a) Read the passage given below and answer the questions that follow:

The Internet (or just the Net) is a huge computer network. It stretches right around the world, connecting millions of computers to each other. Any two computers connected to the Internet, wherever they are, can exchange information. The Internet is a fast and efficient way of sending information around the world. This is why it is sometimes called the information superhighway. With a computer connected to the Internet, you can send electronic messages to other users (this is called e-mail), hold electronic conversations, transfer computer files, or find information on thousands of different subjects. In the modern times the Internet is also used for buying and selling goods. This is known as e-commerce or e-com in short. More and more banks and financial institutions are encouraging their customers to do all their transactions through the Internet. It is also possible to book tickets for travel to different parts of the country through the Internet. The number of people connected to the Internet and the volume of information going through it is increasing at an amazing rate. It is bringing about a change in how and where people live and work: people are beginning to work from home, order shopping, visit the library, choose and watch videos, all through the Net. The Internet consists of many small computer networks linked together. The smaller networks belong to businesses, universities and colleges, government departments and many other organizations, including companies called Internet service providers. Most of the links in the Internet are telephone lines,

P.T.O.

(2)

and information goes along them between the computers in small chunks called packets. Along with each packet goes the address of the computer to which it is travelling. The e World-wide Web (or just the Web) is the fastest growing area of the Internet. It is a system that allows you to look at information stored in computers on the Internet. Organizations, business houses, universities etc set up their own web sites and store information on a wide variety of topics in the form of text, pictures, sounds, and video clips. To look at information on the Web, you need a programme called a Web browser. The browser can locate the web site of your choice and display the information in it on your computer. If you do not know where information on a particular topic is available, the search engines in the browsers will help you search the Web and find the sites where information on the topic of your choice is available.

II

i) Why is the Internet called the information superhighway?

ii) What is e-com?

iii) What does a web browser do?

iv) Define the Internet.

v) According to the passage, what is increasing 'at an amazing rate'? (10)

b) Change the Voice of the sentences given below:-

i) The cake tastes delicious.

ii) Mind your manners.

iii) She has completed the duties assigned.

iv) The bus was damaged by the mob.

v) The children cleaned every room of the school.

c) Use the idioms and phrases given below in sentences of your own:

i) Once in a blue moon

ii) Beating around the bush

iii) A piece of cake

iv) Spill the beans

v) Blessing in disguise

(10x2)

(3)

III. Answer any two questions:-

- a) You have recently graduated from a technical institute and are looking for a job. You are to respond to an advertisement for a position that suits your profile. In response to that advertisement, write down:

A job application stating your suitability for the job

OR

Your CV to be sent with your application.

- b) Write the minutes of a meeting you called as Hostel Student In charge in order to make a list of the arrangements to be made for the upcoming Farewell Function.
- c) You are the Manager of a manufacturing unit. Write a technical proposal suggesting that a power back up system be installed to prevent accidents and save production loss.

(10x2)

x-x-x