



HDE-1111111111111111-A Seat No. _____

B. Sc. (Sem. I) (CBCS) Examination

November/December – 2017

English

(Scientific Techni. Comm. Skills)

(Old Course)

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

- 1 (a) Fill in the blanks with appropriate words given in the 4
bracket
(Encoding, message, feedback, decoding)
- (1) The function of interpellating and understanding the message is called _____.
- (2) _____ is the heart of the process of communication.
- (3) The return flow of communication is called _____.
- (4) The function of symbolizing a message in words of pictures is called _____.
- (b) Answer the following questions in brief : (any **one**) 2
- (1) What is channel in the process of communication ?
- (2) What is communication ?
- (c) Answer the following questions in detail any one : 3
- (1) Communication is a two way process Explain.
- (2) What is Non-verbal Communication ?
- (d) Write short note on the following : (any **one**) 5
- (1) The seven C₅ of Communication.
- (2) Barriers of Communication.
- 2 (a) Fill in the blanks with appropriate words 4
(Repeated reference, Oral , written, Para)
- (1) _____ Communication ensures precision and accuracy of the message communicated.
- (2) One cannot fix responsibility in messages transmitted through _____ communication.
- (3) _____ is one of the advantages of written communication.
- (4) No oral communication is complete without _____ language.

- (b) Answer the following questions in brief : (any **one**) **2**
- (1) What is memorandum ?
 - (2) What is sales letter ?
- (c) Answer the following questions in detail : (any **one**) **3**
- (1) Write any three characteristics of written communication.
 - (2) Explain the format of report.
- (d) Write on the following : (any **one**) **5**
- (1) Write a report about the nature camp organised by your college.
 - (2) Prepare a resume for the post of a computer lab assistant.
- 3** (a) Fill in the blanks with appropriate words **4**
(confident, poor retention, voice, personal touch)
- (1) _____ is the limitation of oral communication.
 - (2) A candidate should be _____ at the time of interview.
 - (3) _____ tells about the speaker's gender, background, education etc.
 - (4) _____ is the advantage of oral communication.
- (b) Answer the following questions in brief : (any **one**) **2**
- (1) What is meeting ?
 - (2) What is interview ?
- (c) Answer the following questions in detail any one : **3**
- (1) What kind of visual aids can be used in presentation.
 - (2) What are the Do's for facing interviews.
- (d) Write note on the following : (any **one**) **5**
- (1) Planning and organization of meeting.
 - (2) Media of oral communication.
- 4** (a) Fill in the blanks with appropriate words **4**
(Ego, Acting, Passive, Open minded)
- (1) In _____ listening, listener is physically present but mentally absent.
 - (2) _____ is the barrier to listening.
 - (3) Listener should be _____ while listening.
 - (4) _____ is best kind of listening.

- (b) Answer the following questions in brief any one : **2**
 (1) What is 'Evaluating' in the process of listening ?
 (2) What is 'Remembering' in the process of listening ?
- (c) Answer the following questions in detail : (any **one**) **3**
 (1) What is marginal listening ?
 (2) What is sensitive listening ?
- (d) Write note on the following : (any **one**) **5**
 (1) Qualities of good listener.
 (2) Barriers of Listening.
- 5** (a) Fill in the blanks with appropriate words **4**
 (over, at from, into)
 (1) He goes to college _____ 8.00 A.M.
 (2) The lion jumped _____ well.
 (3) The birds are flying _____ the farm.
 (4) I bought this watch _____ England.
- (b) Answer the following questions in brief : (any **one**) **2**
 (1) What is intimate space language ?
 (2) What is personal space language ?
- (c) Answer the following questions in detail (any **one**) **3**
 (1) How do does communicate various messages ?
 (2) How does Audio sound communicate ?
- (d) Write short note any one : **5**
 (1) Para language
 (2) Body language.
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