

End Semester Examination

Course Code HEG101 / ICECLIFOOIT

M. Marks : 100

Course Title: Communication Skills in English and Technical Writing

Section A

Attempt all questions:

(10 x 1.5 = 15)

1. What does the term LSRW stand for:
a) Body signs b) Reading skills c) Communicate d) listening, speaking, reading, writing.
2. The Shannon- Weaver model was developed in:
a) 1946 b) 1948 c) 1950 d) 1947
3. The definition of a sentence:
a) A Subject b) A statement that conveys a meaning c) A set of words complete in itself d) main clause
4. Which of the following is a collective noun:
a) jury b) judge c) justice d) judging
5. Which is the correct definition of Homonym:
a) words pronounced alike b) words with same meaning c) words with same spelling d) words pronounced alike but different in meaning
6. What is the meaning of Autocracy?
a) life history of a person b) government by nobles c) government by one person d) a person who destroys governance
7. What is a website?
a) Domain name b) Internet protocol c) Collection of related Web pages d) Intranet
8. What is Resume?
a) To start again b) Bio data c) Date of birth d) to resume
9. What is the meaning of Kinesics?
a) Sign language b) Speech c) Body language d) gesticulation
10. What is the meaning of CPD:
a) continuing professional b) continuing professional development c) core development d) core competence

Section B

Attempt any Five questions selecting one from each unit: (5x8 =40)

(80- 100 words each)

1. What is communication?
2. What are the various types of communication?
3. What is Basic or developmental writing?
4. What are the various parts of a letter?
5. What are the various types of reading on the basis of speed?
6. What is the difference between Active and Passive listening?
7. What is a press release, a white paper and memo?
8. How do you open an e- mail account and create an e- mail ID?
9. What is the difference between panel interviews and Walk- in interviews?
10. What is the importance of body language in our professional life?

Section C

Attempt any three questions:

(3x15= 45)

(200 -250 words each)

1. Write a short essay on various models of communication?
2. Write a letter to a friend congratulating her/him on her/ his success in the exam.
3. What are the tips to be followed for effective writing skills?
4. What are the guidelines for report writing?
5. What are the essential requirements for a successful interview?