

MAULANA AZAD NATIONAL URDU UNIVERSITY
Bachelor of Technology (B.Tech)
II SEMESTER EXAMINATION, August 2021
Paper: BTCS211HST: English Communication Skills

Time: 2 hours

Max. Marks 35 marks

Note : This question paper consists of two parts : Part – A and Part-B. Number of words to answers each question is only indicative. Attempt all parts.

Part-A contains 08 questions of which students are supposed to answer 05 questions. Answer each question in approximately 100 words. Each question carries 05 marks. (5x5=25 marks)

Part-B contains 02 questions of which students are supposed to answer 01 question. Answer each question in approximately 250 words. Each question carries 10 marks. (1x10=10 marks)

Part – A

1. What are group discussions? What is a case-based group discussion and what does it assess?
2. Differentiate between a chronological résumé and a functional résumé.
3. What is a précis and mention some rules of précis writing.
4. If you have to deliver a presentation, how will you structure your presentation?
5. It is said that for converting an interview into an employment opportunity you have to prepare before an interview. What preparations will you make before appearing in an interview?
6. Write a cover letter to a company where you are going to appear for an interview. Highlight your three core skills.
7. Create a formal conversation with the clerk at the post office.
8. What is paralanguage and its role in communication?

PART B

9. Discuss the role of body language in different forms of oral communication you studied in this course.
10. You are the librarian of R.D Engineering College. Write a letter to a publication house in New Delhi placing an order for some books for your college library.
