

Maulana Azad National Urdu University

Hyderabad

Programme: Diploma in Engineering

Sem: II

Sub: Communication Skills in English

Code: DPCC111HST

Max Marks: 30

Time: 2 hrs

Note: This question paper consists of three parts: Part-A, Part-B and Part-C. Number of words to answer each question is only indicative. Attempt all parts.

Part-A contains 05 compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. **Each question carries 1 mark.** (05x1=05 marks)

Part-B contains 05 questions, of which students are supposed to answer 03 questions. Answer a descriptive question in approximately 100 words. **Each question carries 05 marks.** (3x5=15 marks)

Part-C 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

Q1. Write the correct answer

1. Communication is the \_\_\_\_ of information between two or more individuals.  
(concealing/sharing)
2. Which of the following methods is used to receive information from the sender?  
a. Listening      b. speaking      c. telling      d. writing
3. "Leela's friend" was written by \_\_\_\_\_.
4. An ability to see what will or might happen in the future \_\_\_\_.
5. \_\_\_\_ skills are the expertise necessary for an individual to successfully do a job.  
(soft/hard)

### **Part B**

- Q2. Explain any three barriers that affect perspectives in communication.
- Q3. Draw a model of communication process explaining all the elements.
- Q4. Write down five administrative words with meanings and five idioms with meanings.
- Q5. Comment on the friendship between Leela & Sidha , explaining the cruelty of society with the poor people.
- Q6. Differentiate between soft skills and hard skills with appropriate examples. State the importance of soft skills.

### **Part C**

- Q10. Define 7 Cs of communication in detail.
- Q11. Write a letter to your friend inviting him/her to your birthday party.
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