

Maulana Azad National Urdu University

Programme: B.Tech

II Semester Examination, April/May-2024

Paper: BTCS211HST

Paper Title: English Communication

Time: 2 Hours

Total Marks: 35

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. **(5x1=5 Marks)**

Part-B contains 08 questions, of which students are supposed to answer 05 questions. Answer a descriptive question in approximately 100 words. Each question carries 06 marks. **(5x4=20 Marks)**

Part-C contains 02 questions, of which students are supposed to answer 01 question. Answer each question in approximately 500 words. Each question carries 10 marks. **(1x10=10 Marks)**

Part- A

Q1. Write the correct answer by choosing from the options:

- a) In a JAM session, participants are typically encouraged to:
 - i. Follow a predetermined agenda without deviation
 - ii. Speak for an extended period without interruption
 - iii. Engage in spontaneous brainstorming and idea generation
 - iv. Present polished presentations with visual aids
- b) It's essential to send a _____ after an interview to thank the interviewer for their time.
 - i. complaint letter
 - ii. follow-up email or letter
 - iii. social media message
 - iv. gift basket
- c) A precise should be written in direct speech (True/False)
- d) Two or more subjects joined by "and" are considered plural and require a verb form without an "s." (Correct/Incorrect)
- e) Facial expressions are examples of

Part -B

2. What are the key elements of communication? Provide examples of each.
3. Define JAM session and discuss its objectives.
4. Why is it important to research the company before an interview? Provide reasons.
5. What are the key elements of an effective conversation skills?
6. Discuss the various steps in writing a precis.
7. Discuss the components of an effective resume.
8. Discuss various rules pertaining to subject and verb agreement in English language.
9. Mention various components of a good essay.

Part- C

10. Define communication and discuss its various types.
 11. Write an essay on “The Impact of Social Media on Society”.
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