

Maulana Azad National Urdu University

Programme: B.Tech

II Semester Examination, May-2019

Paper Code: BTCS201HST 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 answers 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 each question in approximately 200 words. Each question carries 04 marks. (4x5=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

Q.1 Fill in the blanks with suitable alternatives from the brackets. 5x1=5 Marks

1. Speaker is not given time for preparing speech is known as..... presentation.
(Extempore / Lecture)
2. Mutual exchange of useful information through written, oral or non verbal manners to achieve an object is called..... (communication / conversation)
3. We use informal English when we speak to..... (officials / friends)
4.is a formal argument between two groups. (GD / Debate)
5. Every morning I..... for a walk. (am going / go)

Part-B (Short Answer)

II. Answer any Five (5) of the following questions (200 Words) 5 x 4 =20 Marks

2. Briefly comment on JAM sessions.
3. Write a note on the use of 'Smart Phone'.
4. Give an account of the do's and don'ts that candidate must observe during an interview.
5. Write a dialogue asking sorry to a friend for misplacing her CD.
6. What are presentation skills? Discuss the different steps involved in it.
7. What is the difference between Extempore and Lecture? Discuss.
8. Write a short note on '*non-verbal communication*'.
9. Write a Covering letter to a company responding to their advertisement.

Part-C (Essays)

III. Answer any One of the following questions (500 Words) 1x 10 =10 Marks

10. What are the strategies to be adopted in Group Discussion? Discuss.
11. Do you agree that communication skills are an essential job requirement? Substantiate your answer with suitable examples.