



HARYANA VISHWAKARMA SKILL UNIVERSITY

Course	:	B.Sc. (Automotive Manufacturing)
Subject	:	Communication Skills
Semester	:	First
Subject Code	:	BCN-101
Duration	:	3 Hours
Maximum Marks	:	35

Instructions to the Student:

This question paper consists of 2 Sections.

1. Section A comprises 10 questions of objective type in nature. All 10 questions are compulsory. Each question carries 1 mark.
2. Section B comprises 6 long answer type questions out of which students need to do any 5. Each question carries 5 marks.

SECTION-A (OBJECTIVE TYPE QUESTIONS)

Q1. Communication with the help of gestures is known as:

- A) Verbal Communication
- B) Non verbal Communication
- C) Written Communication
- D) None of the above

Q2. Listening may be defined as:

- A) Hearing spoken words.
- B) Understanding spoken words
- C) Interpreting Spoken words
- D) All of the above,

Q3. The kinds of Listening are.

- A) 3
- B) 5
- C) 4
- D) 6

Q4. "Amit has been working in TCS for five years" Choose the Tense in this sentence.

- A) Present Continuous Tense
- B) Future Perfect Continuous Tense
- C) Past Continuous Tense
- D) Present Perfect Continuous Tense.

Q5. The communication network in which all members of the group communicate each other and exchange information is called:

- A) Vertical network of communication
- B) Star network of communication
- C) Wheel network of communication
- D) Chain network of communication.

Q6. Choose the antonym word of **Abolish**:

- A) Convict
- B) Conform
- C) Censure
- D) Cease.

Q7. Choose the synonym word of **Abstain**:

- A) Leave
- B) Abridge
- C) Avoid
- D) Advance

Q8. Science of the constitution of the whole universe is called (One word substitution)

- A) Etiology
- B) Cosmography
- C) Anthropology
- D) Horology

Q9. "Government by Officials in a State" is known as (One Word Substitution)

- A) Bureaucracy
- B) Entomology
- C) Physiology
- D) Democracy

Q10. Which one is **not** the element of effective writing:

- A) Central idea
- B) Supporting material
- C) Spelling, Grammar and punctuation
- D) Conclusion

SECTION-B (LONG ANSWER TYPE QUESTIONS)

Q 1. What is Communication? Explain different types of communication networks in an organization.

Q 2. What is Listening? Explain the process of Listening.

Q 3. Explain the important steps for Good Public Speaking.

Q 4. Imagine that You are Ravi/Radha, a member of NGO Awaaz .Write a letter to the editor of Nation Daily for public movement to clean the Yamuna river.

Q 5. Explain the elements of effective Writing.

Q 6. Explain the barriers to Listening .