

Communication Skills
(CS-101, May-2006)

Note: Section A is compulsory. Attempt any five questions from Section B & C taking at least two questions from each Section.

Section-A

1. a) Describe the sounds by giving the three term labels for each.
- b) What is the antonym of: (1) Accuse (2) Transient
- c) Define a homonym and a homophone? Give suitable example for each.
- d) Give one word substitute of the following:
 - (i) One who doubts the existence of god
 - (ii) A person who has a physical constitution like that of a man.
- e) Which of these are receptive skills and productive skills?
 - (i) Speaking (ii) Reading (iii) Listening (iv) Writing
- f) Without changing the meaning of the sentence change the degrees of comparison?
 - (i) I am as strong as he.
 - (ii) This razor is not as sharp as that one.
- g) Bring out the difference between a memorandum and a report in about 20 to 25 words.
- h) What is formal and informal communication?
- i) What is the difference between note taking and note making?
- j) What is the difference between a Meeting and A Discussion?

Section-B

2. What are the barriers to effective communication?
3. What are the sub-skills of reading? Discuss each in brief.
4. How can one build one's vocabulary?
5. Bring out the difference between scientific and technical writing in terms of the styles and matter?

Section-C

6. What should one keep in mind when preparing visuals for a presentation?
7. In the capacity of the Managing Director of the Hyderabad Branch of BHEL, write a report to the Chief Executive Officer on the fire that broke-out in your branch.
8. Make a précis of the following passage.

The sun is the most direct source of energy. It powers the flow of wind and water cycles and sustains all life. Plants use this energy to synthesize carbohydrates from simple substances like carbon dioxide and water. All the food is derived from the process of photosynthesis. In fact, the energy by which all the animals including human beings live is generated by the oxidation of the food produced by the plants.

The sun contains in its core hydrogen nuclei moving at vary great speeds. Whenever these nuclei collide and fuse to form a nucleus of a heavier element, it results in nuclear reactions. These reactions generate tremendous amount of energy. It is this energy that powers the sun.

The sun emits light of different wavelengths. If sunlight is passed through a prism, each of these wavelengths is refracted by different amount. Violet has shortest wavelength and red has the longest. The wavelength of green is midway between that of violet and red. Light with wavelength shorter than that of violet is called ultra violet light. Light with wavelength longer than that of red light is called infra red light. About one third of the light from the sun is infrared.

We know that nuclear reactions go on in the interior of the sun liberate a large amount of energy. Nuclei of deuterium, which is the heavier isotope of hydrogen, collide in the sun's interior to produce helium. The energy liberated in these fires the sun which, in turn, emits of different wavelengths. Of these wavelengths it is the infrared wavelength that heat up the earth. The reaction in which the hydrogen in the sun is converted into helium is called a fusion reaction.

9. What are the barriers to effective listening?