

(2)

[Total No. of Questions: 8]

[Total No. of Printed Pages : 2]

Enroll No.....

- Q.7 What is a resume ? What points should be considered while writing a perfect resume?
- Q.8 What is a letter as the principal of an institution by placing an order to purchase some new computers to set up a computer lab?

HU-11
B.Tech.–I Sem. (Reg./Ex) & II (Ex.)
Examination, March-2021
English for Communication

Time: Three Hours

Maximum Marks:70

Note: Attempt any five questions. (Each question carries equal marks)

- Q.1 What is communication? Describe the process of communication?
- Q.2 What is oral presentation? What points should be kept in mind during the time of Oral presentation?
- Q.3 What is precise writing? Describe it in detail?
- Q.4 What are the barriers in communication? Describe the various types of barriers in communication?
- Q.5 What is verbal and non verbal communication? Differentiate it.?
- Q.6 What is paragraph writing? What points should be kept in mind during writing a paragraph?