

Btech. (First Semester)

Paper Code :HS-113/14

Subject : Communication Skills

### Assignment 1

- Q1. State the elements of the Communication process.
- Q2. State the scope and strategies of group discussion.
- Q3. Write a short note on the importance of Communication..
- Q4. What are the attributes of an effective communication ?
- Q5. Write a short note on the barriers to communication. How can they be overcome?

### Assignment 2

- Q1. Define Non-Verbal Communication. How is it related to Verbal Communication?
- Q.2 Discuss grapevine communication. Why should Managers know how it works?
- Q.3 "Presentation Skill is an art." Discuss at length.
- Q.4 Differentiate between Formal and Informal Communication.
- Q.5 What are professional etiquettes? Why are they important at the workplace?

### Assignment 3

- Q1. What are the important principles and elements of a detailed report?
- Q.2 What are the fundamental principles of an effective business letter?  
Elaborate the process of letter writing.
- Q.4 Write a short note on memos, notices and circulars each.
- Q.5 Write a letter of enquiry in block format. Invent necessary details.
- Q.6 Write a short note on Commemorative Speech.

## Assignment 4

Q1. What are the important concepts of learning?

Q2. Is there any difference between listening and hearing?

Q3. Choose the correct or more suitable form of the verb to fill in the blanks:

The plane.....at 3:30. (arrives/ will arrive)

I will phone you when he.....back. (comes, will come)

I .....the Joshi's this evening. (visit, am visiting)

Look at those black clouds. It.....( will rain, is going to rain)

Q4. Turn the following into Indirect Speech:

He said to me, "I have often told you not to play with fire."

"You have all done very badly!" remarked the teacher.

They wrote, "It's time we thought about settling this matter."

She wrote, "I am waiting and longing for my son's return."

Q5. Correct the following sentences:

Where are your luggages?

What beautiful sceneries!

Can you give me an advice?

He has eaten two breads.

I have an important work to do.

Q6. In the following sentences change the voice:

We elected Balu captain.

We must listen to his words.

I saw him opening the box.

By whom was this jug broken?

Do not insult the weak.

One cannot gather grapes from thistles.