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Total No. of Pages : 02

Total No. of Questions : 07

Bachelor of Science (Cyber Security) (Sem.-1)

ENGLISH

Subject Code : BTHU103/18

M.Code : 92575

Date of Examination : 21-01-23

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and students have to attempt any **FOUR** questions.

SECTION-A

1. Write briefly :

- a. Importance of communication
- b. Non-verbal Communication
- c. Group Communication
- d. Documenting
- e. Personal vs Business letter
- f. Translation vs Paraphrasing
- g. Intra personal vs Interpersonal communication
- h. Note making
- i. Report
- j. Psychological barriers.

SECTION-B

2. What do you understand by term Communication? Discuss in detail the process of Communication. Also explain various modes of communication in an organisation.
3. What do you understand by Paraphrasing? Explain the characteristics of a good paraphrase.
4. Describe some of the barriers to effective communication. Also suggest some strategies to overcome those barriers.
5. Write a job application letter for the post of Cyber security Engineer along with your CV.
6. Discuss the factors affecting reading with understanding. Explain some reading tactics and strategies for developing effective reading habits.
7. Enlist the parts/components of a Technical Report. Explain in detail the techniques of technical report writing.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.