Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐ Total No. of Pages : 02

Total No. of Questions : 07

Bachelor of Science (Data Analytic) (Sem.–1)
ENGLISH
Subject Code : BTHU103/18
M.Code : 91485
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. 7C's of effective communication

   b. Spoken Communication

   c. Group Communication

   d. Documenting

   e. Precis

   f. Paraphrasing

   g. Intra personal communication with example

   h. Note making

   i. Chapters in a Report

   j. Social 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 uses of paraphrasing.

4. Discuss some of the barriers to effective communication. Also suggest some strategies to overcome those barriers.

5. Write a job application letter to Multinational Company for the post of Data Analyst along with your CV.

6. Discuss the factors affecting reading with understanding. Explain some reading tactics and strategies for developing effective reading habits.

7. How would you prepare skeletal framework for a report? Explain the steps involved in 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.