

Roll No.

Total No. of Pages : 02

Total No. of Questions : 11

B.Sc. (Forensic Sciences) (Sem.-1)

ENGLISH

Subject Code : BTHU-103-18

M.Code : 91433

Date of Examination : 21-01-2023

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **EIGHT** questions carrying **TWO** marks each.
2. **SECTION-B** contains **EIGHT** questions carrying **FOUR** marks each and students have to attempt any **SIX** questions.
3. **SECTION-C** will comprise of two compulsory questions with internal choice in both these questions. Each question carries **TEN** marks.

SECTION-A

1. **Write briefly :**
 - a) Importance of making notes
 - b) Overcoming language barrier
 - c) Group discussion
 - d) Preparation techniques for an interview
 - e) Art of public speaking
 - f) Inter-personal communication
 - g) Noise
 - h) Channel

SECTION-B

2. Discuss one-way model of communication.
3. How analysis and interpretation is done in reading?
4. What is report writing? Explain the structure of report writing.
5. Difference between verbal and non-verbal communication.
6. How to overcome the barriers to communication?

7. What are the different types of Letter writing?
8. What are business communication and its significance?
9. How communication should be done in social setting?

SECTION-C

10. Draft a job application for the post of a Marketing Manager in ABC Company along with a Resume.

OR

Explain the importance of feedback in any type of communication. Discuss the role of body language in communication.

11. Structure a Business Report by the Committee on the declining sales of the Televisions.

OR

Read the following passage and answer the questions:

A leader is made, not born. A true leader is not necessarily the one at the helm of affairs; he is one whose position others would want to emulate. So, who is a true leader? A true leader is one who would be able to guide others, either by doing something himself or by directing a specific course of action. A sympathetic or a democratic leader is one who understands the problems of others at the workplace. He has a sympathetic word for them and he is able to understand them and always has an encouraging word for his teammates or colleagues. In today's competitive world, enhancement of one's standing in the workplace depends not on the number of years put in as in the good old days, but on performance, on actual results. If you are capable of outstanding work, your stature in an organization automatically goes up and there would be many who would want to emulate you. This attribute makes you a leader in the true sense of the term. "Can I aspire to be a leader"? You might ask yourself that question. Yes, definitely. Put in the right effort in the right direction and a leader what you shall be. If you want to succeed in life, you need to have firm determination. Our ways of achieving things might be entirely different because each one of us is a unique individual.

Questions :

- a. Who is a true leader?
- b. Why should a leader be sympathetic or understanding?
- c. How can a person become a leader?
- d. What are role of outstanding performance by an employee in an organization?
- e. How can success be achieved?

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.