

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

B.Sc (T.D) (Sem.-1)

ENGLISH

Subject Code : BTHU-103-18

M.Code : 90178

Date of Examination : 19-01-2023

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

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

SECTION-A

1. Answer briefly:

- a. Definition of communication
- b. Role of facial expression and gestures in non-verbal communication
- c. Audio-visual communication
- d. Formal and informal communication
- e. Role of communication in building interpersonal relationships
- f. Quality of a proficient reader
- g. Close reading
- h. Importance of documentation
- i. Types of reports
- j. Types of letters
- k. Role of organization of ideas while writing
- l. Types of business correspondence
- m. Characteristics of a good report
- n. Rules of note making
- o. Group communication and interpersonal communication

SECTION-B

2. Discuss different types of communication.
3. Which are the strategies that can be used to avoid barriers to effective communication?

4. **Interpret the following passage in your own words:**

But half an hour is indeed a big chunk of time. One can achieve a lot in it. Why he could spread out his hands and embrace the sky. He could smell the sweet yellow flowers blossoming on the earth. He could see the tender swallow flying in the sky and the virgin streams frolicking in the meadows. Half an hour, in which he could distil the quintessence of a whole life. Half an hour is indeed a lot of time. He could even stretch it to eternity. When he realized this, he felt like a newborn for whom life had just begun. He felt light like a child, insensate to all pain. He thought he would stretch out his arms and give out a loud laugh. Could one be so fortunate as to have half an hour, which from beginning to end one could claim as one's own's own? Every ticking second of it was intimately familiar to him. Half an hour of which he was the complete master.

5. Write a book review of a recent text that you have read.
6. Write a letter to your friend describing the effect of overuse of social media on youngsters.
7. Write a report to be submitted to the Director (Tourism), on a survey made by you on the adverse effect of Covid-19 on the hotel industry.

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.