

**2316** **230**  
**Class – B.Sc. (IT)/BCA/B.Sc(FD)/BFA/BD/  
BSC (BT) BMM/B.VOC Sem II**  
**Subject – Communication Skills**  
**Paper – Compulsory**

**Time Allowed : 3 Hours**

**Maximum Marks : 35**

1. What are the various barriers to effective listening?

Or

What do you mean by feedback? Discuss the characteristics of feedback.

2. Write a detailed note on components of a meaningful and easy conversation.

Or

What do you know about 'Listening Skills? What are the various benefits of listening.

3. Write in dialogue form a conversation between two friends who plan to watch a recently released movie.

Or

The students of your class offer you the post of C.R. How would you write a refusal to this?

4. You are Suman. You have received an invitation from a college to act as a judge for a declamation contest on the topic - Women Empowerment. Will you accept the invitation? Give reasons for your answer.

Or

You receive an invitation from your friend to attend the wedding of his younger brother. Write a polite refusal.

5. Read the following passage as a speech and take notes, using suitable abbreviations.

Group can be defined as the coming together of two or more people with a common purpose. Group discussion means 'a detailed talk about a subject by a group of people.' Often the members of an organisation hold a discussion on a problem or an issue. The aim is to arrive at a broad consensus on the problem. Each member presents his own viewpoint about the issue. Others support or contradict him. They present their own ideas and opinions. Ultimately they arrive at a common solution. The solution is arrived at, if not by all the members, at least by the majority. Thus the resolution is supposed to belong, not to one individual, but to the group as a whole.

In modern times, big companies try to solve their problems and reach at conclusions by organising group discussions.

6. Transcribe the following words into IPA symbols (Attempt any five) :

- |           |              |
|-----------|--------------|
| (i) Toy   | (v) Zoo      |
| (ii) But  | (vi) Shirt   |
| (iii) Day | (vii) Chair  |
| (iv) Find | (viii) Magic |

7. Mark primary stress on any five of the following words:

- |              |                |
|--------------|----------------|
| (i) Record   | (v) After      |
| (ii) Mother  | (vi) Ideal     |
| (iii) Invite | (vii) Today    |
| (iv) Carry   | (viii) Kitchen |

5 × 7 = 35 marks

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