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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute)

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow

B.Tech

SEM: I - THEORY EXAMINATION (2021 - 2022)

Subject: Business Communication & Value Science - I

Time: 03:00 Hours

Max. Marks: 50

General Instructions:

1. All questions are compulsory. It comprises three Sections A, B and C.
 - Section A - Question No- 1 is objective type question carrying 1 mark each & Question No- 2 is very short type questions carrying 2 marks each.
 - Section B - Question No- 3 is Long answer type - I questions carrying 4 marks each.
 - Section C - Question No- 4 to 8 are Long answer type - II questions carrying 5 marks each.
 - No sheet should be left blank. Any written material after a Blank sheet will not be evaluated/checked.

SECTION A

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1. Attempt all parts:-

- 1-a. Everyone should work on _____ weak areas. (CO1) 1
1. his
 2. her
 3. their
 4. none of these
- 1-b. Only _____ of what we communicate is verbal message. (CO1) 1
1. 93%
 2. 38%
 3. 7%
 4. 55%
- 1-c. By the time, your examination _____ I _____ have arrived. (CO3) 1
1. started, will
 2. starting , shall
 3. starts, shall
 4. none of the above
- 1-d. -----is the last step in the process of listening.(CO2) 1
1. Stop talking
 2. Receiving
 3. Interpreting
 4. Responding
- 1-e. _____ is critically important for career advancement. (CO2) 1
1. effective communication
 2. incomplete communication
- 1-f. Growing up in a family where feelings were not talked about is an example of: 1
1. rule for enrichment
 2. a barrier to self awareness
 3. a good model for self awareness

4. a self awareness booster

2. Attempt all parts:-

- 2-a. What is the least stressful job you can think of? (CO1) 2
- 2-b. Explain the barriers of effective communication. (CO2) 2
- 2-c. Rewrite with different expression/word for the Capitalized expression: The WEDDING celebration for the royal couple went on for nearly a month. (CO3) 2
- 2-d. What is intra-personal and extra-personal communication? (CO4) 2

SECTION B

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3. Answer any five of the following:-

- 3-a. Write a story in not more than 150 words, using the following words: silence, darkness, fear, lamp, hope (CO3) 4
- 3-b. Write the traits of a good listener. (CO1) 4
- 3-c. Read the stress pattern on the given words carefully. Find the change in their meanings that occurs due to enunciation and frame two sentences on each word. (CO4) 4
'Content- Con'tent , 'Absent- Ab'sent
- 3-d. Follow the instructions carefully: (CO2) 4
1. Using the verb 'Glance' frame a sentence in simple past tense.
2. Using the verbs 'Die' and 'Come', make a sentence that should be a combination of simple past and past perfect tense.
3. Correct the sentence: 'last night, his performance on the stage has been great.'
4. Correct the sentence: 'that summer, at a very hot day I drunk a lot of cold drinks on the shade of banyan tree.'
- 3-e. What are the various barriers in speaking? 4
- 3-f. What should be the qualities of a team leader? 4

SECTION C

20

4. Answer any one of the following:-

- 4-a. What are your most productive hours of the day? 5
- 4-b. What things do you value in life? 5

5. Answer any one of the following:-

- 5-a. How do listening and speaking act as life skills and affect us and others? (CO2) 5
- 5-b. How does active listening improve communication? 5

6. Answer any one of the following:-

- 6-a. You work in the Human Resource Department and are going to interview some candidates for a new sales post. The best of the candidates has just emailed you to say that he is no longer interested in the post. Write an email to the sales manager. Telling which candidate has withdrawn . Explaining why he is no longer interested. Suggesting a meeting time to discuss the remaining application. (CO3) 5
- 6-b. What is a C.V.? Draft your CV. (CO3) 5

7. Answer any one of the following:-

- 7-a. What according to you is the most challenging part of being a leader? How to deal with that team member who disagrees with you? (CO4) 5
- 7-b. What is employee counselling? What are its objectives? How can it help in reducing stress? 5