**TUTORIAL SHEET**

**Year: B. Tech. I Year I Semester**

**Subject: Communication Skills**

**. CO 1:** Students will be able to express themselves better and use English for communicating in an effective manner both professionally and in real life situations

**TUTORIAL SHEET NO.1**

Q1. Define communication? Explain the process of communication.

Q2. List the differences between a channel and a medium?

**TUTORIAL SHEET NO.2**

Q.3 Give importance of communication for engineers. Q4. Define Formal and Informal communication by giving example?

**TUTORIAL SHEET NO.3**

Q.5 Differentiate between Verbal and Non-verbal communication.

Q6. What do you understand by mass communication? What are its characteristics?

**TUTORIAL SHEET NO.4**

Q.7 What are the different media for communication?

Q8. What do you understand by formal communication? Why is it important for organizations to have an effective formal communication network?

**TUTORIAL SHEET NO.5**

Q.9 Feedback is the most critical part of communication process. Justify.

Q10. What are the various barriers to communication?

**TUTORIAL SHEET NO.6**

Q.11 Give the merits and demerits of oral and written communication?

Q12 What are the qualities of good communication?

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**Session: 2019-20**

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**CO 2:** Students will be able to write formal letters, reports and proposals, as well as speak fluently through correct usage of English grammar.

**Q1 Change from Active to passive voice..**

1. The doctor will give you an injection.
2. Who taught you German?
3. Manoj Verman teaches us physics.
4. Your behaviour vexes me.
5. The doctor will give you an injection.
6. They have to discuss the project with the Director

Q2. Write a paragraph on ‘Winning ways of Success”.

**TUTORIAL SHEET NO.2**

Q3 Define Active and Passive voice by giving one example of each?

Q4. Define conditional sentences with an example?

**TUTORIAL SHEET NO.3**

**Q5.A** She said to me, “Why did you spoil my game?” (Change into Indirect Speech)

B. The police............catch the culprits. (Use a Modal Auxiliary)

**Q6.** AWrite a complaint letter to BSNL pointing out a billing error in yourtelephone bill.

**TUTORIAL SHEET NO.4**

**Q7**. Change the voice:

1. His behaviour surprised me.
2. They say that he doesn’t know English.
3. Pooja is listening to music.
4. Who broke this chair?

**Q8**. What is a Report? Write a Newspaper Report on a road accident in your city

**TUTORIAL SHEET NO.5**

**Q9**Write a Job Application along with your detailed CV/Resume for the post of junior software engineer in a company.

**Q10**. Write a Paragraph on Impact of Privatization in Education.

**TUTORIAL SHEET NO.6**

**Q11**. Write a Paragraph on Technology Responsible for Crimes.

Q.12. Suppose you wish to purchase 50 computer systems for your new business. Write an inquiry letter to HP computers asking for the price quotation, mentioning the configuration.

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**CO-3**.The students will be able to get an exposure to the culture, values, ethics and social norms reflected in the prose and poetry of authors from around the world and respond accordingly coupled with their imagination.

**TUTORIAL SHEET -1**

Q1) Explain the central theme of the poet “No Men are Foreign” by JamesKirkup.

Q2). What is a short summary of the poem "If" by Rudyard Kipling?

**TUTORIAL SHEET -2**

Q3). What according to RabindraNath Tagore breaks the world into fragments?

Q4).What was the feeling of the author at the end of the story “The Night Train At Deoli “

**TUTORIAL SHEET -3**

Q5). Sketch Pahom’s character on the basis of the story?

Q6. Explain the following lines “Let us remember, whenever we are told to hate our brothers it is ourselves”

**TUTORIAL SHEET 4**

Q7.What kind of freedom does the poet desire for his country in “Where the mind is without fear”?

Q8. How are “narrow domestic walls harmful” How to get rid of it?

**TUTORIAL SHEET -5**

Q9. In the story was Pahom a Victim of his desires or a victim of the Devil

**Q10.**Explain and critically evaluate the following lines:

“*Remember they have eyes like ours that wake  
Or sleep, and strength that can be won  
By love. In every land is common life  
That all can recognise and understand.*

*Let us remember, whenever we are told*

*To hate our brothers, it is ourselves*

*That we shall dispossess, betray, condemn.*

*Remember we who take arms against each other*

*It is the human earth that we defile”*

**TUTORIAL SHEET -6**

**Q11.**What is the message of the poem “No Men Are Foreign?”

**Q12.** What message doe the father give in the poem *If*?

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