

BACHELOR OF TECHNOLOGY (C.B.C.S.) (2021-COURSE)
B. Tech. Sem - I CS&BS :SUMMER- 2022
SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE-I

Day : Monday
Date : 25-07-2022

S-24135-2022

Time : 10:00 AM-01:00 PM
Max. Marks : 50

N.B.:

- 1) All questions are **COMPUSLORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Draw neat and labeled diagram **WHEREVER** necessary.
- 4) Assume suitable data if necessary

-
- Q.1** a) Why is it important for an engineer to inculcate the life skills and values? [06]
Support your answer with appropriate examples.
- b) Spot the errors in the following sentences and rewrite them: [04]
- i) He has finished his dinner yesterday.
 - ii) He is having a water bottle.

OR

- Q.1** a) Enlist various values that impact the organizational and individual productivity and elaborate the significance of them for overall growth of organization. [06]
- b) Discuss the role of body awareness for effective communication. [04]
- Q.2** a) What is meant by GRAPS-PT techniques? Form the words from given root words. [06]
- | | | | | |
|---------|------------|------------|------------|---------|
| i) auto | ii) dyna | iii) graph | iv) hetero | v) homo |
| vi) vid | vii) spect | viii) nym | ix) phil | x) mono |
- b) Do as directed: [04]
- i) We have painted our house on this Diwali. (Change the voice)
 - ii) She said, "I really wish I had bought that new car". (Make indirect speech)

OR

- Q.2** a) Transcribe the following words with the help of standard IPA script. [06]
- | | | | | |
|-----------|----------|------------|-----------|----------|
| i) people | ii) mix | iii) with | iv) tap | v) time |
| vi) cat | vii) mat | viii) wish | ix) start | x) pitch |
- b) What are different speech organs and elaborate their role in sound utterances? [04]
- Q.3** a) What is meant by communication? Illustrate it with appropriate diagram and how it helps to achieve the goals of the organization. [06]
- b) Discuss the importance of listening skills for an effective communication. [04]

OR

- Q.3** a) Illustrate the principles of team building and team handling. [06]
- b) What is body language? How does it complement to effective communication? Discuss with example. [04]
- Q.4** a) Write an email for inviting the members of the board of directors to attend the meeting at the registrar's office of the company. Use appropriate format of the email writing. [06]
- b) Discuss the structure of a formal report writing with an example. [04]

OR

- Q.4** a) Elaborate the different principles of effective writing and prepare a draft of formal report. [06]
- b) Illustrate the different netiquettes of email writing. [04]
- Q.5** a) What are different characteristics of a good leader and how do they help to a leader to lead team effectively? [06]
- b) Discuss different time matrix for effective time management. [04]

OR

- Q.5** a) What is 80/20 rule? How it works for effective time management? Illustrate. [06]
- b) State the difference between leadership and management? Give four traits of each in the context of corporate domain. [04]