	Name of the School	School of Engineering	Name of the Department	Centre for Career Service
	Name of the Program	B.Tech	Course Code- Course Name/ Name of faculty	UAEC1001 Communication Skills for Engineers. Mr Bhavani Singh/Dr.Vishakha Sen /Ms. Toshika Sarvang
	Session	2024-25	Branch, Year & Semester	CS/ME/ECE , 1st, 1st
	Time/Maximum Marks	90 Minutes/50	Set	A
	Note: Attempt all questions.			

Q No.	QUESTIONS	MARKS	CO
	SECTION-A		
1	What are the three basic criteria for effective communication?	2	1
2	What is Grapevine Communication?	2	1
3	What are ABC's of Communication?	2	1
4	Explain Churning as Reading Strategy.	2	1
5.	What is Linear Style of Paragraph Writing?	2	1
6	What are the types of Communication in Corporate? Give an Suitable Example	2	1
	SECTION-B		
7	What are difference between Block Letter Format and Modified Letter Format?	6	1
8	What is Report Writing? Illustrate steps to write a Report.	6	1
9	Explain the situation "If you are writing to multiple audiences with different needs, should you include all the reader benefits you can think of in the message?	6	1
10.	What is the difference between Intrinsic and Extrinsic reader benefits? Which are better? Why?	6	1
11	Explain the 7C's of Communication with suitable Example for each.	7	1
12	Write a formal letter to the Dean of Engineering requesting the extension of library hours to include Sundays?	7	1

Name of the School	School of Engineering	Name of the Department	CSE
Name of the Program	B.Tech	Course Code/ Course Name/ Name of the faculty	UAEC1001/Communication Skills For Engineers. Mr Bhavani Singh/ Ms. Toshika
Session	2024-25	Branch, Year & Semester	CSE/ME/ECE, 1st
Time/Max Marks	3 Hours/100	Set	A

Note:
1) Attempt all sections (A, B & C).
2) Attempt all questions in section A & B.
3) Section C consists of 5 questions. One question from each unit. Questions may have internal choice from the same unit. Attempt all questions.

Q No.	QUESTIONS	MARKS	CO
	SECTION-A: Attempt all of the following questions in brief.	**(10x2=20)**	
Q1(a)	List three common barriers to effective communication.	2	1
(b)	Discuss different reading strategies.	2	1
(c)	Define Minutes of the meeting.	2	2
(d)	What do you mean by audience analysis?	2	2
(e)	What is the difference between Extempore and Manuscript?	2	3
(f)	Name the four basic type of gestures.	2	3
(g)	What is ethnocentrism?	2	4
(h)	What are Cross Cultural Etiquettes?	2	4
(i)	Discuss Do's and Don't s of GD.	2	5
(j)	Differentiate between behavioral and situational interview.	2	5
	SECTION-B: Attempt all questions.	**(5x6=30)**	
Q2(a)	Explain Shannon Weaver model with the help of suitable diagram.	6	1
(b)	Draft a memorandum requesting employees to follow parking norms at the office.	6	2
(c)	Discuss the qualities of a good listener. How can an active listener have more advantage than people who just hear than listening carefully?	6	3
(d)	What are the different theories of Stress? Discuss the criticism of these theories.	6	4
(e)	Explain different roles of participants in a Group Discussion.	6	5

SECTION-C: Attempt all questions. Attempt any one part of each question.			(5x10=50)	
Q3(a)	Define Communication and its types. What are the functions of communication?		10	1
	OR			
Q3(b)	Elaborate on 7C's of communication with the help of suitable examples.			
Q4(a)	Write a letter to the Dean granting permission to conduct AI-robotics exhibition/science exhibition activity.		10	2
	OR			
Q4(b)	Discuss agenda and minutes of the meeting. What are the functions, advantages? Write the formats.			
Q5(a)	Critically examine the 8Ps framework. Are there any aspects of effective presentation that this model might overlook? Suggest potential additions or modifications to the framework.		10	3
	OR			
Q5(b)	What does KOPPACT model stands for? How does 'time' component affect non-verbal communication?			
Q6(a)	What are professional etiquette? Elaborate on Telephonic, email and social media etiquette.		10	4
	OR			
Q6(b)	What is Power dressing? Discuss Do's and Don't s of Power dressing. How it can enhance professional image?			
Q7(a)	Assume that you are applying for the post of Software Engineer in a reputed company. Draft a Cover letter and a Resume by inventing details yourself.		10	5
	OR			
Q7(b)	What is an Interview and its purpose? Discuss different types of interviews and their advantages.			