

Day & Date : Friday, 07/03/2014	Branch : EC/CI/CE
Subject Code : CC-108	Subject Name : Communication Skills
Time: 12:00 – 1:30	Max. Marks : 30

- 1) Answer **Only 3** questions.
- 2) Figures to the right indicate full marks.
- 3) Indicate clearly, the options you attempt along with its respective question number.
- 4) Use the last page of main supplementary for rough work.

1. The principle informed the staff about the new time-table by issuing a notice.
2. Mr. Khandelwal submitted the self appraisal report to his of the department.
3. All the Heads of the Departments of LDRP-ITR sat for a group discussion to seek solution for a crucial problem.
4. The staff of Loki industries got the news of the sudden demise of their owner whereas the owner himself visited the industry after a short period.
5. The lectures submitted their lesson plans to respective Heads of the Departments.

1. 'It's quite tedious to manually work on the students' records, but I fear using the computer as it might corrupt our data.
2. Sheetals' call was suddenly disconnected because the receiver moved outside of network coverage area.
3. An Indian professor was taken aback when his students in America addressed him by his first name.
4. Many of the engineering faculties think that communication skills subject is useless and engineers do not require it.
5. I kicked him and putted him the box.

Ron Weasely has obtained a Bachelors Degree in Computer Engineering and is struggling to get placement in an M.N.C. He is afraid of speaking in public. For him, speaking in public is equal to dying of a fatal accident. Last month, he visited 3-4 companies but couldn't speak a single sentence during the interview. The interviewers advised Mr. Weasely to join a public speaking course to overcome barriers in his communication. However, Ron thinks it is useless to join a public speaking course. He

had a subject called Communication Skills at his Bachelor's degree. He passed in this subject even though he did not attend a single theory and practical session. That is why Ron thinks his Communication Skills are perfect and his failure in the interviews is because of some other reason. Since childhood Ron felt shy and feared speaking to others. Moreover he avoids speaking to strangers. He never participated in classroom group discussions willingly. He has now decided to avoid appearing for the interviews of those companies which conduct group discussions and personal interviews as part of the selection process. He thinks once he gets the placement by clearing the aptitude test of an M.N.C he would work without any occasions for communication. Also, he has decided to join such a company where he would be handling projects individually and not in a team environment.

He has mentioned these conditions in his resume and forwarded it to 3-4 M.N.C. He is surprised to know that no company has called him for an interview as yet. Ron has started hating Communication Skills and he thinks that these M.N.Cs do not care for talent. He is about to apply in another company. But he wants to be appointed without appearing for personal interview and when appointed, he prefers to work alone and not in team

1. Do you think that Ron has excellent Communication Skills since he has passed in communication skills subject at degree level? If yes, give reasons. If no, justify.
2. Is it possible for Ron to get placement in an M.N.C without appearing for GD and Personal interview? Why?
3. Do multinational companies select candidates who do not want to communicate in formal and informal situations and also want to avoid team work? Why?
4. Provide some suggestions that can be used by Mr. Ron to improve his communication skills?
5. Is the advice given by the interviewers to Ron about joining a public speaking course appropriate? If yes, give reasons. if no, justify

OR

Q2 With reference to the advertisement in 'The Times of India' write a letter to Quidditch Co.Ltd, inquiring about the prices, terms of sales, brochures/ catalogues etc of their sports equipment. **10**

Q3 **Attempt any two** **10**

1. What is meant by barriers to Communication? Explain intrapersonal barriers to Communication with suitable examples
2. Define Listening. Discuss various types of listening. And support your answer with suitable examples.
3. What is Kinesics ?Explain the features (gestures, postures ,body language, facial expression, appearance) with suitable examples
4. Explain the 4Ps (plan, prepare, practice, present) of presentation. What are the different audio visual aids used in presentations?

Q4 A **5**

Match the following. Write only answers

- | | |
|--|------------------|
| i. A handwriting that cannot be read | 1. Draw |
| ii. Equal in rank | 2. Pseudonym |
| iii. A life history written by oneself | 3. Illegible |
| iv. A game in which no one wins | 4. Peer |
| v. To write under a different name | 5. Autobiography |

Q4 B Use the following words in sentences so the meaning of each can be understood clearly. **Any five**

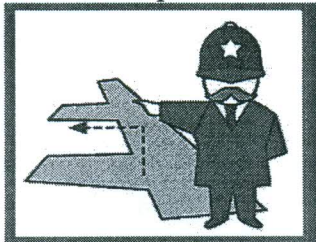
5

- | | | |
|----|-------------------|-----------------|
| 1 | Miner, Minor | 2. Weak, Week |
| 3 | Patience, Patient | 4. Weight, Wait |
| 5. | Some, Sum | 6. Buy, Bye |
| 7. | Lie, Lie | |

Q5 Look at the picture and select the correct option

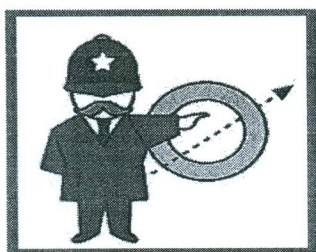
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1.



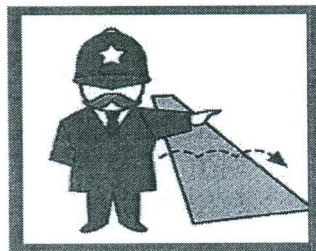
1. Take the second turning on the left
2. Go along the street
3. Go back
4. Go up

2.



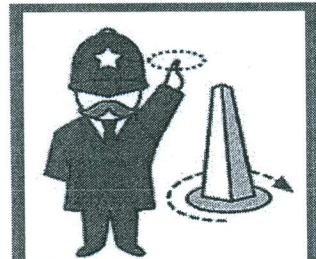
1. Go straight ahead
2. Go round
3. Go through
4. Go back

3.



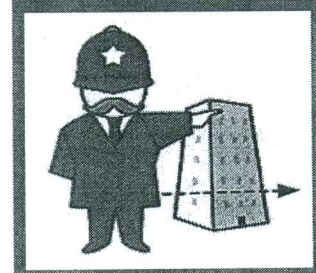
1. Turn left
2. Go round
3. Cross the street
4. take the first turning on your left

4.



1. Go round
2. Go past
3. go up
4. go down

5.



1. Go past
2. Go across
3. Go through
4. Go across