**Communication Skills**

**Course Code: LC133**

**Courses: BCSE**

**Semester 2**

**Date: 19 July, 2021 Time: 10.30am – 11.30am**

**Instructions:**

* All questions carry equal marks.
* Kindly submit through email on [javedk@nuv.ac.in](mailto:javedk@nuv.ac.in) before 12.00pm in word or pdf format.
* Plagiarized/Copied answers will get zero.
* The title of the Document should start with your enrolment no., e.g., 20102001\_CS\_EndSem

**Q.1** Write a note on “Communication Skills” as an evaluation component in the Group Discussion for Selection Process.

**Ans: -** Communication Skills as an evaluation component includes Clarity of expression, Appropriate Language.

For Clarity of expression following aspects play significant role: -

Tone: Quality or character of the voice expressing a particular feeling or mood​

Voice: Correct projection of voice​

Articulation: Act of speaking or expressing an idea in words​

Fluency: Speaking or writing in an easy, flowing style​

Modulation: Variations in tone or volume of voice​

Good delivery: Ideas expressed fluently in the right voice, right tone, and right articulation.

For Apt Language: -

Your language should be accurate, free of grammatical errors.​

Also, it should be direct, clear and precise, with your ideas flowing in an organized fashion.​

Do not use long, winding sentences. Rather, you should try to keep your language simple and unambiguous.​

Do not use jargon which neither your group mates nor you understand. It does not strengthen your case.

**Q.2** **Do as direct:**

1. I am **the** university student with who you communicated on phone. (a, an, the)

**Ans: -** the

1. I **live** in New York. (Correct formal verb should be: reside/live/stay)

**Ans: -** live

1. Manisha-go-temple-everyday. (Make a sentence in Simple Present Tense)

**Ans: -** Manisha goes to Temple everyday.

1. **Walking** is the best exercise. (Use the Gerund form of the verb “to walk”)

**Ans: -** Walking

1. What is Your opinion about Education in India (Rewrite with appropriate Capitalization and Punctuation)

**Ans: -** What is your Education in India?

**Q.3** What are the differences between Block Layout and Modified Block Layout? Explain with the examples.

**Ans: -** The block layout makes the letter look attractive, elegant, and efficient. The main features of this layout are, except the letterhead heading, all elements are aligned to the left margin.

The modified block format differs from the block format in the positioning of certain elements like the heading is centre aligned whereas the dateline, complimentary close, and signature block are right-aligned

**Q.4** What is Communication Cycle? Discuss each concept of the cycle with appropriate example.

**Ans: -** The communication cycle is the process by which a message is sent by an individual and it passes through multiple recipients.

The five key stages in the communication cycle are message creation, encoding, channelling (transmission), reception (receiving), translation(decoding) and response(feedback). A communication cycle refers to the process by which a message is developed and sent to the recipient through a well-defined channel.