

Faculty of Engineering / Science

End Semester Examination May 2025

EN3HS10 / BC3HS04 / CA3AE03 Communication Skills

Programme	: B.Tech. / B. Sc. / BCA / Branch/Specialisation	: All
	BCA-MCA (Integrated)	

Duration	: 3 hours	Maximum Marks	: 60
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Note: All questions are compulsory. Internal choices, if any, are indicated. Assume suitable data if necessary.
 Notations and symbols have their usual meaning.

Section 1 (Answer all question(s))			Marks CO BL
Q1. The passive voice of 'shut the door' is ____.			1 1 2
<input checked="" type="radio"/> Let the door be shut	<input type="radio"/> The door will shut		
<input type="radio"/> Let the door shut	<input type="radio"/> Let shut the door		
Q2. 'Hold water' means ____.			1 1 2
<input checked="" type="radio"/> Bear examination	<input type="radio"/> To cut corners		
<input type="radio"/> Bad intention	<input type="radio"/> Law not in force		
Q3. When there is similarity of background between the sender and the receives such as age, language, nationality, religion, gender then this is called ____ context.			1 1 1
<input type="radio"/> Financial	<input checked="" type="radio"/> Cultural		
<input type="radio"/> Physical	<input type="radio"/> Dynamic		
Q4. Language differences and the 'meaning of the words' are example of which type of barriers?			1 2 1
<input type="radio"/> Physical barriers	<input type="radio"/> Psychological barriers		
<input checked="" type="radio"/> Semantic barriers	<input type="radio"/> Organisational barriers		
Q5. What is the most common fear associated with giving presentations?			1 3 1
<input checked="" type="radio"/> Glossophobia	<input type="radio"/> Acrophobia		
<input type="radio"/> Arachnophobia	<input type="radio"/> Claustrophobia		
Q6. With the help of audio-visual aids, the vast and complicated world-			1 3 1
<input type="radio"/> Can be explored in a day	<input checked="" type="radio"/> Can easily be taught and understood as well		
<input type="radio"/> Can be developed in a year	<input type="radio"/> Can be reformed by experts		
Q7. _____ is a complex cognitive process to decoding symbols to derive meaning.			1 4 1
<input type="radio"/> Writing	<input type="radio"/> Listening		
<input checked="" type="radio"/> Reading	<input type="radio"/> Speaking		
Q8. What is active listening?			1 4 1
<input checked="" type="radio"/> The process of paying attention to what the speaker is saying and responding in a way that shows you understand	<input type="radio"/> The process of hearing and understanding the speaker's message		
<input type="radio"/> The process of responding to the speaker's message	<input type="radio"/> None of the above		
Q9. _____ style of writing focuses on describing a character, an event or a place in great detail.			1 5 1
<input checked="" type="radio"/> Descriptive	<input type="radio"/> Narrative		
<input type="radio"/> Expository	<input type="radio"/> Persuasive		

Q10. Which of the following combination is /are example/s of written communication?

1 5 1

- Letters and voicemail
- Reports and email
- Circulars and voicemail
- All the above.

Section 2 (Answer all question(s))

Q11. What is the difference between the present perfect and past perfect tenses?

Marks CO BL
2 1 2

Rubric	Marks
Give any two differences between the present perfect and past perfect tenses with two examples for each.	2

Q12. What is the difference between definite and indefinite articles? Give examples.

3 1 3

Rubric	Marks
difference in definite articles and indefinite articles 2 mark example of both articles 1 mark	3

Q13. (a) Provide five examples of homonyms and use them in sentences showing different meanings.

5 1 1

Rubric	Marks
five examples of homonyms with five sentences 5 marks	5

(OR)

(b) Give one word substitute of the following:

1. Study of birds.
2. A life history written by somebody else.
3. A sound that cannot be heard.
4. One who knows everything.
5. Love for mankind

Rubric	Marks
Give one word substitute of the following: 1.Study of birds ornithology 1 mark 2 A life history written by somebody else. biography 1 mark 3 A sound that cannot be heard. .inaudible 1 mark 4. One who knows everything. omniscient 1 mark 5.Love for mankind. Philanthropy 1 mark	5

Section 3 (Answer all question(s))

Q14. Explain any four principles of effective communication.

Marks CO BL
4 2 2

Rubric	Marks
Each principle of communication is 1 mark .	4

Q15. (a) Explain the barriers of communication and suggest measures for over come these barriers.

6 2 1

Rubric	Marks
Explanation the barriers of communication. 3 marks suggestion of measures for over come these barriers. 3 marks	6

(OR)

(b) Explain the different types of non verbal communication.

Rubric	Marks
minimum 6	6

Section 4 (Answer all question(s))

Marks CO BL

3 3 1

Q16. Why do we have to analyze the audience before giving presentation? Mention at least six points.

Rubric	Marks
analyze the audience before giving presentation each point 1.5 mark	3

Q17. (a) Elaborate tips for giving effective oral presentation.

7 3 1

Rubric	Marks
Elaboration of tips for giving effective presentation. 7 marks	7

(OR)

(b) Draft a set of 12 PowerPoint slides for professional presentation on following topic:
Importance of mobile phone.

Rubric	Marks
PowerPoint slides for Importance of mobile phone 7 marks	7

Section 5 (Answer all question(s))

Marks CO BL

2 4 1

Q18. What is the purpose of reading for a student? Define process of reading.

Rubric	Marks
purpose of reading for a student. 1 mark	2
Define process of reading. 1 mark	

Q19. What are scanning and skimming ? Give suitable examples of scanning and skimming.

3 4 1

Rubric	Marks
definition of scanning and skimming. 2 marks	3
examples of scanning and skimming. 1 marks	

Q20. (a) What are the important types of listening? Explain with an example.

5 4 1

Rubric	Marks
types of listening 2.5 marks Explanation with an example. 2.5 marks	5

(OR)

(b) How is the SQ3R method used for effective reading?

Rubric	Marks
SQ3R method used for effective reading. 5 marks	5

Section 6 (Answer all question(s))

Q21. What are the points to be considered while editing?

Marks CO BL
2 5 1

Rubric	Marks
points to be considered while editing any written content.	2

Q22. Describe the etiquettes of digital communication.

3 5 3

Rubric	Marks
Etiquettes of digital communication.	3

Q23. (a) Write a job application for the post of Junior Engineer with a resume to Modern Automobile Factory, Pune-411016 . "Wanted young, dynamic graduates in the field of Computer Engineering Having an experience of minimum 3 year."

5 5 1

Rubric	Marks
application for job 2.5 marks resume 2.5 marks	5

(OR)

(b) What is precis writing? Describe do's and don's of precis writing.

Rubric	Marks
definition of precis writing. 2 marks do's and don's of precis writing.3 marks	5
