

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

Regular Examination Winter – 2024

Course: B. Tech.

Branch: Common to All Branches

Semester: I

Subject Code & Name: (24AF1000VS109) Communication Skills

Max. Marks: 60

Date: 22/02/2025

Duration: 3 Hrs.

Instructions to the Students:

1. Each question carries 12 marks.
2. Question No. 1 will be compulsory and include objective-type questions.
3. Candidates are required to attempt any four questions from Question No. 2 to Question No. 6.
4. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
5. Use of non-programmable scientific calculators is allowed.
6. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q. 1) Objective type questions. (Compulsory Question)</b>		<b>12</b>
i) ..... is communication?	L1/CO1	1
a. The process of sending and receiving messages with proper feedback		
b. The process of sending messages only		
c. The process of receiving messages only		
d. The process of thinking and feeling		
ii) The teacher collected samples from ..... M Tech student.	L1/CO1	1
a. A		
b. An		
c. The		
d. No article		
iii) What should one do to prepare for common interview questions?	L1/CO1	1
a. Read books on the company history		
b. Practice answering behavioral questions		
c. Learn about the company's competitors		
d. Review your social media profiles		
iv) ..... should be done before starting a formal presentation.	L1/CO1	1
a. Apologize for being nervous		
b. Introduce yourself and establish credibility		
c. Start speaking immediately		
d. Ask the audience if they are ready		
v) Which of the following can be called as a type of communication?	L1/CO1	1
a. Verbal and non-verbal		
b. Written and unwritten		
c. Formal and informal		
d. All of the above		

vi)	The mango fell ..... the basket. a. Up b. To c. At d. Off	L1/CO2	1
vii)	The subject communication skills ..... one of the important subjects. a. Is b. Are c. Were d. None of the above	L1/CO2	1
viii)	..... is one of the pre-conditions of speaking a. Listening b. Speaking c. Reading d. Writing	L1/CO2	1
ix)	Skimming is a type of ..... a. Speaking b. Reading c. Listening d. Writing	L1/CO2	1
x)	The number of students ..... increasing every year. a. is b. are c. has been d. have been	L1/CO2	1
xi)	The basic communication skills are ..... a. LSRW b. BASIC c. UNO d. None of the above	L1/CO2	1
xii)	..... is an effective way to show enthusiasm and interest in the company. a. Asking questions during the interview b. Sending a thank-you note after the interview c. Wearing formal attire d. Bringing extra copies of your resume	L1/CO2	1
<b>Q. 2) Solve the following:</b>			
A)	Explain the Dos and DON'Ts of group discussion in detail.	L3/CO5	6
B)	How does the exchange of words from foreign languages enrich a	L2/CO2	6

language? Elaborate with appropriate examples.

- Q. 3) Solve the following:** **12**
- A) 'Proper use of punctuation marks increases the beauty of communication', illustrate. **L3/CO4 6**
- B) Draw the figure of human mouth, mention any of the four organs of speech and explain them. **L3/CO4 6**
- Q. 4) Solve any TWO of the following:** **12**
- A) Taking into consideration the existing scenario, write a 12 sentence essay on 'India in 2047' **L3/CO4 6**
- B) a) Transcribe the following **L2/CO1 6**
- i) Economy
- ii) Gender
- iii) Universe
- b) Spell the following:
- i) /di'gri:/
- ii) /'ɪŋɡlɪʃ/
- iii) /jɪə/
- C) How does the study of RP help to standardize pronunciation in English? **L2/CO1 6**
- Q. 5) Solve any TWO of the following:** **12**
- A) Fill in the blanks: **L1/CO2 6**
- i) ..... project report on the table is yours. (a, an, the)
- ii) ..... good administrator is hard to find. (a, an, the)
- iii) I think you are reading ..... book on polity. (a, an, the)
- iv) It's history is ..... interesting fact about the city. (a, an, the)
- v) A beautiful sunset can be seen from .... beach. (a, an, the)
- vi) The students study for their exam in .... library. (a, an, the)
- B) Rewrite using appropriate preposition: **L1/CO2 6**
- i) The new policy will come ..... effect next month. (on, in, into)
- ii) The organization is looking for someone ..... experience in the domain of AI. (in, with, on)

- iii) The dog is spotted running ..... the park. (in, around, between)
- iv) This university has a beautiful view ..... the ocean. (for, of, by)
- v) Democracy is the government of the people, ..... the people, for the people. (on, in, by)
- vi) Lucknow is located ..... the north. (on, in, under)
- i) Suggest synonyms for: Novelty, Happiness, Enthusiasm **L1/CO2** 6
- ii) Suggest antonyms for: Success, Gorgeous, Empty
- Q. 6) Solve any ONE of the following:** 12
- A)** Write an application (and compose a resume) for the post of engineer in Tata Motors, A Block, Shivasagar Estate, Dr. Annie Besant Road, Worli, Mumbai – 400 018. (The Indian Express 27 January 2025) **L3/CO3** 12
- B)**
- i) Explain the difference between formal writing and informal writing in professional domain. **L2/CO4** 6
- ii) What are the ways of composing an email effectively? Elaborate in detail. **L2/CO4** 6

\*\*\* End \*\*\*

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

Bachelor of Technology (Computer Science and Engineering) SEMESTER - 2 Summer 2025 ( Regular )

Course : Bachelor of Technology (Computer Science and Engineering) Branch : Engineering and Technology

Semester : SEMESTER - 2

Subject Code & Name: 24AF1000VS209 - COMMUNICATION SKILLS

[Total Marks : 60]

Time : 3 Hours]

**Instructions to the Students:**

1. Each question carries 12 marks.
2. Question No. 1 will be compulsory and include objective-type questions.
3. Candidates are required to attempt any four questions from Question No. 2 to Question No. 6.
4. Use of non-programmable scientific calculators is allowed.
5. Assume suitable data wherever necessary and mention it clearly.

**Q1. Objective type questions. (Compulsory Question)**

12

1. Communication is a \_\_\_\_\_ process.  
A) Informal  
B) Unidirectional  
C) Cyclic  
D) Vertical
2. A communication barrier associated with mind thought is called a \_\_\_\_\_ barrier.  
A) Physiological  
B) Psychological  
C) Physical  
D) Anatomical
3. Which of the following refers to the language of distance in nonverbal codes?  
A) Chronemics  
B) Haptics  
C) Kinesics  
D) Proxemics
4. The purpose of GD is to \_\_\_\_\_.  
A) Assess the overall personality  
B) Assess the communication skills only  
C) Assess leadership qualities only  
D) Assess only in-depth understanding about the topic
5. Who has defined communication as "Communication includes any behaviour resulting in an exchange of meaning"  
A) Chappel & Read  
B) Kieth Davis  
C) American Management Association  
D) Peter Little

- 6 Which of the following is not one of the 4Ps of effective presentation?  
A) Planning  
B) Preparation  
C) Pronunciation  
D) Presentation

- 7 Bilabial sounds are classified on the basis of \_\_\_\_  
A) Manner of Articulation  
B) Place of Articulation  
C) Voice of Articulation  
D) None

- 8 \_\_\_\_\_ is the process of reading the matter to get overall idea.  
A) Scanning  
B) Skimming

- 9 While answering during interview, you should look at the panelist only who has asked you the question.  
A) True  
B) False

- 10 He is \_\_\_\_\_ the class.  
A) in  
B) into  
C) on  
D) among

- 11 Which of the following is the correct complimentary closing?  
A) Your's truly  
B) Yours Truly  
C) Yours truely  
D) Yours truly

- 12 In Complete Block Format/Layout in business letters, \_\_\_\_\_.  
A) All elements are aligned to left side  
B) All elements excluding dateline and complimentary closing are aligned to left side  
C) Dateline and complimentary closing are aligned to right side  
D) None of the above

Q2. Solve the following.

- A) Explain the function of communication in the professional field. 6  
B) What is Listening? List out the barriers in listening and suggest your ways to overcome them. 6

Q3. Solve the following.

- A) 'When minds are united, even mountains can be moved'; justify the statement in context with the significance of group discussion in team building. 6  
B) How will you prepare and appear for selection interview? Explain in detail. 6

Q4. Solve Any Two of the following.

- A) Explain speech organs with a neatly labelled diagram in detail. 6  
B) Explain the process of articulation of vowel and consonant sounds in English. 6

- C) i) Transcribe the following in phonemic symbols:  
 a) School      b) Cash      c) Table  
 ii) Spell the following in English alphabets:  
 a) tʃʊk      b) pə'li:s      c) 'edʒu'keɪfɪn/

6

Q5. Solve Any Two of the following.

- A) Do as directed:  
 i) Rishik has given the stool to the beggar that has four legs. (Correct the sentence)  
 ii) Viraj exercises daily. (Rewrite using Present Perfect Continuous Tense)  
 iii) Rajni meets \_\_\_ MLA. (Use Article)  
 iv) All \_\_\_ follow traffic rules to avoid accidents. (Use Modal Auxiliary)  
 v) He (work) in this college since 2021. (Use appropriate Tense)  
 vi) Where I can find the book? (Correct the sentence)

6

- B) Do as directed:  
 i) Smith is not only famous in school but also in college. (Correct the sentence)  
 ii) A plane is flying \_\_\_ the city. (Use Preposition)  
 iii) Radha \_\_\_ find it interesting as she likes reading detective novels. (Use Modal Auxiliary)  
 iv) She doesn't listens me. (Correct the sentence)  
 v) He (visit) Delhi recently. (Use appropriate Tense)  
 vi) When he will come, he will call you. (Correct the sentence)

6

- C) i) Provide synonyms for: Gregarious, Vigilant, Impeccable  
 ii) Provide antonyms for: Benevolent, Perilous, Obstinate

6

Q6. Solve Any Two of the following.

- A) Explain the features of Technical Language in detail.  
 B) How to write an effective email? Explain the structure of email in detail.  
 C) As a Purchase Manager of Hindustan Aeronautics Ltd., Pune, you need 20 PCs for your organization. Write an enquiry letter to Dell Store, Elphinstone Road, Mumbai. Assume required details. (Use Modified Block Format)

6

6

6

\*\*\* End \*\*\*

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Regular & Supplementary Winter Examination-2023**

**Course: B. Tech.**

**Branch: All Branches**

**Semester: I**

**Subject Code & Name: (BTHM104) Communication Skills**

**Max Marks: 60**

**Date: 08/01/2024**

**Duration: 3 Hrs.**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

**(Level/CO) Marks**

**Q. 1 Solve any TWO of the following:**

- |  |        |   |
|--|--------|---|
| A) What are the primary functions of communication?                              | L1/CO1 | 6 |
| B) Explain how verbal and non-verbal communication differ in conveying messages. | L2/CO1 | 6 |
| C) How do strategies for reading contribute to the process of comprehension?     | L4/CO1 | 6 |

**Q.2 Solve any TWO of the following:**

- |   |        |   |
|---|--------|---|
| A) Explain the principles that guide an effective group discussion.                           | L2/CO3 | 6 |
| B) How would you prepare for a job interview using effective interview techniques? Elaborate. | L3/CO3 | 6 |
| C) What is the importance of language in spoken communication?                                | L1/CO1 | 6 |

**Q. 3 Solve any TWO of the following:**

- |  |        |   |
|--|--------|---|
| A) Write the spelling for the following transcription<br>i. /ɪg,zæmɪ'neɪʃn/<br>ii. /tek'nɒlədʒi/<br>iii. /'wɪndəʊ/<br>iv. /fəʊn/<br>v. /'jestədeɪ/<br>vi. /'kʌbəd/ | L6/CO2 | 6 |
| B) What is the primary focus of phonetics in the study of language? Name any three speech organs involved in the production of speech sounds.                      | L1/CO2 | 6 |
| C) Write a short notes on: i) Accent and ii) Intonation  | L1/CO2 | 6 |

**Q.4 Solve any TWO of the following:**

- |  |        |   |
|--|--------|---|
| A) Fill in the blanks with the appropriate article(s): a, an and the<br>i. It is _____ best book available in _____ library. | L1/CO4 | 6 |
|--|--------|---|



- ii. Ichalakranji is \_\_\_\_\_ Manchester of \_\_\_\_\_  
Maharashtra.
- iii. Ramesh is \_\_\_\_\_ union leader in \_\_\_\_\_ Tata Steel.

**B) Fill in the blanks with correct preposition.(along, into, along with, since, in, for)** L1/CO4 6

- i. Leela has been writing \_\_\_\_\_ morning.
- ii. Lakhan lived in India \_\_\_\_\_ ten years.
- iii. \_\_\_\_\_ Patel, Nehru also addressed the meeting.
- iv. He jumps \_\_\_\_\_ the river.
- v. The mobile is \_\_\_\_\_ the box.
- vi. He walked \_\_\_\_\_ the road.

**C) a) Rewrite the following sentences as per suggested in the brackets:** L1/CO4 6

- i. She \_\_\_\_\_ (go) to her village yesterday. (Simple Past Tense)
- ii. I \_\_\_\_\_ (live) here in this village since a long time.(Present Perfect Continuous Tense)
- iii. Neeta \_\_\_\_\_ (work) in the factory everyday.(Simple Present Tense)

**b) Write the antonyms for the following words:**

- i. Abundance
- ii. Arrogant
- iii. Timid

**Q. 5 Solve any ONE of the following:**

- A)** Apply for the post of Asst. Engineer in TCS, Pune. Attach your CV (Assume required details) L5/CO4 12
- B)** i) Draft a complaint letter to the amazon for receiving a wrong product. L5/CO4 6
- ii) Write a detailed report on the event organized in your college. (For Example: SIP, Eye Check-up, Blood Donation Camp, etc.) 6

\*\*\* End \*\*\*

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**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Regular End Semester Examination – Winter 2022-23**

**Course: B. Tech.      Branch: Civil, Mechanical, Chemical & Petrochemical Engineering**

**Semester: I**

**Subject Code & Name: (BTHM104/BTHM204) Communication Skills**

**Max Marks: 60**

**Date: 27/03/2023**

**Duration: 3 Hours**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

(Level/CO)      Marks

**Q.1 Solve any Two of the following**

- A) ✓ How does listening play an important role in the process of language acquisition? Explain.      L3/CO1      6
- B) ✗ Write short notes on:      L3/CO2      6
- i) Features of good writing
- ii) Importance of non-verbal Communication.
- C) ✗ According to you, what are the ways to overcome (nervousness, mood, anxiety, attitude, etc.) the psychological barriers to communication.      L3/CO1      6

**Q.2 Solve any Two of the following**

- A) ✓ Explain in your own words the DOs and DON'Ts of effective group discussion.      L3/CO1      6
- B) ✓ Assume you are going to face an interview next week, how will you get prepared for this interview?      L2/CO2      6
- C) ✗ 'Proper use of PPT slides can make the presentation effective', elaborate.      L3/CO3      6

**Q.3 Solve the following**

- A) a) Transcribe the following:      L2/CO3      6
- i) University
- ii) Examination
- iii) Engineering
- b) Spell the following:
- i) /pjuə/
- ii) /'sætədeɪ/
- iii) /hiə/
- B) How the study of RP and IPA contribute to the process of standardization of English language?      L3/CO3      6

**Q.4 Solve the following.**

- A)** Use proper articles and rewrite the sentences: **L3/CO4**      4
- a) Human being is ..... intelligent animal.
  - b) Mumbai is ..... capital of Maharashtra.
  - c) Kalpana Chawla was ..... first Indian woman to go in space.
  - d) It is always said that ..... student should respect his/her teacher.
- B)** Fill in the blank: **L2/CO4**      4
- i. Sairaj submitted the assignment ..... Communication Skills ..... the last moment.
  - ii. The workers are requested to write their reports..... ink and submit ..... the proper medium.
- C)** Do as directed: **L3/CO5**      4
- i) Ashalata is leaving this company. (Rewrite using past perfect tense)
  - ii) Saroj has returned the bunch of the research reports to the library, yesterday. (Rewrite the correct sentence)
  - iii) Pessimistic (Suggest a synonym)
  - iv) Dearth (Suggest an antonym)

**Q. 5 Solve Any One of the following.**

- A)** Compose a resume and write an application for the post of engineer in **L2/CO5**      12  
Siemens Limited, Birla Aurora, Plot No. 1080, Dr. Annie Besant Road,  
Worli, Mumbai - 400030. (The Indian Express 25 March 2023)
- B)** a) Explain the difference between technical writing and literary writing? **L2/CO5**      6  
b) According to you, what are ways to make the email writing effective? **L2/CO5**      6

\*\*\* End \*\*\*

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**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Regular End Semester Examination – Summer 2022**

**Course: B. Tech.**

**Branch: FY Group B**

**Semester: II**

**Subject Code & Name: Communication Skills (BTHM204)**

**Max Marks: 60**

**Date: 26/08/2022**

**Duration: 3.45 Hr.**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q.1 Answer Any Two of the following.</b>		
A) Differentiate Verbal and Non-verbal Communication and explain their role at workplace communication.	L4/CO1	6
B) Elucidate the function of communication in an organization.	L3/CO1	6
C) Explain Socio-psychological barrier in detail. Suggest your ways to overcome it.	L2/CO1	6
<b>Q.2 Answer Any Two of the following.</b>		
A) Transcribe the following words into Phonemic script. A) Photography B) Police C) Education D) College E) Garage F) Data	L3/CO2	6
B) Does the study of Phonemic symbols and Articulation help you? Discuss in detail.	L3/CO2	6
C) Explain the mechanism of articulation in detail along with your benefit of it to improve your pronunciation.	L2/CO2	6
<b>Q.3 Answer Any Two of the following.</b>		
A) How will you make your presentation more effective?	L3/CO3	6
B) Explain in detail how you prepare and appear for an interview.	L2/CO3	6
C) What are your methods and strategies to contribute in GD?	L3/CO3	6
<b>Q.4 Answer the following:</b>		
A) Use the correct form of Tense: 1) Look! Rajni (go) .....to the movie yesterday. 2) By the time the doctor (arrive).....at the home, the patient (die)....	L2/CO4	4

2F73422438560B83A3BC214F75DEAC66

- 3) The vehicle (break)..... down and they (have) to walk home.
- 4) Rishik .....music class every Monday. (attend, attends, will attend, will be attending)

B) Write the correct sentence:

L2/CO4

- 1) I am (a/an).....!..university student.
- 2) Viraj is (a, an, the)....best student in the class.
- 3) Does she has a car? , ~ ~ ~
- 4) I am having two brothers and one sister.

4

C) Write antonyms for:

L1/CO4

- A) Obfuscate B) Agnostic C) Elixir D) Condonation

4

Q. 5 Answer Any Two of the following.

A) Explain the structure of Technical Report in detail.

L2/CO5

6

B) Write a job application for the post of Trainee Engineer to Divisional Manager, CEAT, Bhandup Plant, Mumbai - 400042. Attach your Résumé with your application. (Assume required details)

L3/CO5

6

C) You have received your order of twenty PCs for your office. However, you noticed that two PCs are damaged in transit.

Draft a letter of Complaint to the Manager of Sales Dept. HP, Mumbai Branch - 400001 asking for compensation. (Use Modified Block Format)

L3/CO5

6

\*\*\* End \*\*\*

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Supplementary Examination – Winter 2023**

**Course: B. Tech.**

**Branch: All Branches**

**Semester: I/II**

**Subject Code & Name: (BTHM204/ CS1204) Communication Skills**

**Max Marks: 60**

**Date: 30-01-24**

**Duration: 3 Hours**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q.1 Solve any TWO of the following:</b>		
A) 'The non-verbal communication contributes more to an effective communication than the verbal communication does', justify.	L3/CO2	6
B) What elements make the cycle of communication complete? How?	L3/CO2	6
C) According to you, what are the ways to deal with psychological, physical and linguistic barrier to communication?	L3/CO1	6
<b>Q.2 Solve any TWO of the following:</b>		
A) According to you, how a presentation can be made effective?	L3/CO1	6
B) Assume you are going to appear for an interview next week; how will you get prepared for this interview?	L2/CO2	6
C) Write your views on the DOs and DON'Ts of Group Discussion?	L2/CO3	6
<b>Q.3 Solve the following:</b>		
A) Transcribe the following: i) Student ii) Cupboard iii) Universal iv) English	L2/CO3	4
B) Spell the following: i) /ten/ ii) /daut/ iii) /dɪkfən/ iv) /ækʃən/	L3/CO3	4
C) Explain the importance of pitch, rhythm and tone in speaking.	L3/CO3	4
<b>Q.4 Solve the following:</b>		

**A) Fill in the blanks:**

**L3/CO4**

6

- i. .... university, where you are graduated from, is one of the best universities in this country. (a, an, the)
- ii. The notepad is lied ..... the table. (in, between, on)
- iii. Mahatma Gandhi was born ..... 2<sup>nd</sup> October 1869. (at, in, on)
- iv. They want to visit ..... Taj Mahal. (a, an, the)
- v. You are advised to go through ..... fifth chapter of *Godan*. (the, a, an)
- vi. The students are not restricted to enter ..... the office of Chairperson. (at, for, on, into)

**B) Do as directed:**

**L1/CO4**

6

- i. You was complete the B Tech course in the upcoming 10 years. (find the common error and rewrite the sentence)
- ii. It is the duty of every Indian to follow the Constitution. (Rewrite using appropriate modal auxiliary)
- iii. She lived in Mumbai for twenty years. (Rewrite using present perfect continuous tense)
- iv. Linger around the fences is strictly prohibited. (Rewrite using appropriate modal auxiliary)
- v. Write the synonym of KNOWLEDGE.
- vi. Write the antonym of FAILURE.

**Q. 5 Solve the following:**

- A)** Compose a resume and write an application for the post of engineer in Tata Technologies Ltd., Plot No. 25, Hinjawadi Rajiv Gandhi Infotech Park, Hinjawadi, Pune – 411057.

**L3/CO5**

12

**\*\*\* End \*\*\***

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<b>DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE</b> <b>Winter End Semester Examination – Dec. 2019</b> <b>Course: B. Tech. Sem: I</b> <b>Subject: Communication Skills Subject Code: CS1204</b> <b>Max Marks: 60 Date: 21/12/2019 Duration: 3 Hr.</b>			
<b>Instructions to the Students:</b> 1. Each question carries 12 marks. 2. Attempt <b>any five</b> questions of the following. 3. Illustrate your answers with neat sketches, diagram etc., wherever necessary.			
		(Level/CO)	Marks
<b>Q. 1</b>			
<b>A)</b>	<b>Write answers of any two of the following:</b>		<b>12</b>
<b>1.</b>	Define communication and its process?	<b>Knowledge</b>	03
<b>2.</b>	What functions do engineers perform through communication?	<b>Application</b>	03
<b>B)</b>	<b>Discuss any four barriers to communication and validate your answer with one example each.</b>	<b>Comprehension</b>	06
<b>Q.2</b>			
<b>A)</b>	<b>Write short note on any two of the following:</b>		<b>12</b>
<b>1.</b>	Non-verbal communication during Interviews	<b>Application</b>	03
<b>2.</b>	Tips to overcome fear of Public Speaking/ Stage fright?	<b>Application</b>	03
<b>B)</b>	<b>What are the principles of group discussion?</b>	<b>Knowledge</b>	06
<b>Q. 3</b>			<b>12</b>
<b>A)</b>	<b>Draw a diagram of Speech organs. Explain any three speech organs with examples.</b>	<b>Comprehension</b>	06
<b>B)</b>	Write the spelling for the following transcription. (2 marks each)  1. dis'ʃɑ:ʒ 2. 'ɪndəstri 3. 'θɪətə	<b>Comprehension</b>	2x3= 06
<b>Q.4</b>			<b>12</b>
<b>A)</b>	<b>Fill in the blanks with appropriate words. (One mark each)</b> Rahul and Smita _____ (work, works, worked) in a mall everyday till 6:00 pm. Rahul handles the billing section of _____ (a, an, the, no article) mall, while Smita takes care of logistics. Yesterday, Smita _____ (see, saw, was seeing) a mouse running _____ (in, into, on) the storeroom. Rahul also heard some noise near _____ (a, an, the, no article) boxes. He _____ (started, start, has started) observing the movement.	<b>Application</b>	1x6= 06
<b>B)</b>	<b>Fill in the blanks with appropriate modal auxiliary verbs.</b>	<b>Application</b>	1x3= 03



	<p><b>(one mark each)</b></p> <p>1. My grandmother is eighty-five, but she ..... still read and write without glasses. (can, may, could)</p> <p>2. You ..... not lose any more weight. You are already slim. (may, need, should)</p> <p>3. We ..... follow traffic rules to avoid accidents. (may, can, must)</p>		
<b>C)</b>	<p><b>Fill in the blanks with the word opposite in meaning to those underlined. (one mark each)</b></p> <p>1. What looks like a <b>convenient</b> shortcut may prove to be very _____ in the long run.</p> <p>2. No one wants to listen to an <b>ignorant</b> man but everybody listens to a _____ man.</p> <p>3. Gold is an <b>expensive</b> metal while iron is _____.</p>	<b>Application</b>	1x3= 03
<b>Q. 5</b>	<b>Solve Any One of the following. (This is just a sample instruction)</b>		<b>12</b>
<b>A)</b>	Write an application letter to your Head of the Department requesting 3 days' leave for your sister's marriage ceremony.	<b>Synthesis</b>	06
<b>B)</b>	Being a General Secretary of your institute, write an email to Hon. Narayan Murthy, Founder, Infosys inviting him as the Chief Guest for your College Annual function.	<b>Synthesis</b>	06
<b>Q. 6</b>	Solve any <b>three</b> of the following.		<b>(3x4)= 12</b>
<b>A)</b>	What are the barriers to listening?	<b>Knowledge</b>	4
<b>B)</b>	What is extempore Speech?	<b>Knowledge</b>	4
<b>C)</b>	How phonetics is important for Engineers?	<b>Comprehensi on</b>	4
<b>D)</b>	List down the points to be included in resume.	<b>Knowledge</b>	4
<b>Paper End</b>			

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**End Semester Examination – Winter 2018**

**Course: B. Tech.**

**Sem: I**

**Subject Name: Communication Skills**

**Subject Code: CS1204**

**Max Marks: 60 Marks**

**Date: 18-12-2018**

**Duration: 3 Hr.**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q.1 Solve Any Two of the following.</b>		
A) What are psychological barriers to communication? Explain with examples.	<b>Remember</b>	<b>06</b>
B) What are the types of reading? Explain.	<b>Remember</b>	<b>06</b>
C) What is non-verbal communication? Give five examples of Non-verbal communication.	<b>Apply</b>	<b>06</b>
<b>Q.2</b> You will be appearing for the interview in the next week. What preparations will you do before the interview?	<b>Apply</b>	<b>12</b>
<b>OR</b>		
A) Why Group Discussion is conducted as a part of selection process by the companies?	<b>Understanding</b>	<b>06</b>
B) How to overcome fear of public speaking?	<b>Understanding</b>	<b>06</b>
<b>Q.3</b>		
A) Write the spelling for the following transcription.	<b>Understanding</b>	<b>06</b>
1. /'fʌ: dʒə /      2. / hæʊm /      3. / 'kɒnfɪdəns /		
4. / greɪ /      5. / ɪg'zæm/      6. / 'ɪntə.net /		
B) Write phonemic transcription of the following words. (Any 3)	<b>Understanding</b>	<b>06</b>
1. Technology		
2. Click		
3. Career		
4. Photo		
<b>Q.4 Solve Any Two of the following.</b>		
A) Fill in the blanks.	<b>Apply</b>	<b>04</b>
1. He.....his leg while he.....rugby.		
A. was breaking, played      B. broke, was playing		
C. breaks, is playing      D. was broken, playing		
2. ....you finish the project yesterday?		
A. do      B. have      C. did      D. are		
3. He was studying at university .....three years.		

- A.since      B. during      C. for      D. within  
 4. We.....like to thank you for your application.  
 A.will      B. would      C. could      D. may

**B) Select the option that is the most OPPOSITE in meaning to the *ITALICISED* word.** **Remember 02**

1. I really love that movie since it was very *DREADFUL* to watch and I like such movies.  
 A. Pleasant      B. atrocious      C. awful      D. beastly
2. His *RECKLESS* attitude has harmed the entire team. I think we should do something about it.  
 A.Careless      B. Cautious      C. Hasty      D. Kooky

**C) Select the option that is the most SIMILAR in meaning.** **Remember 02**

1. BRIEF  
 A.Long      B. Short      C. Little      D. Limited
2. Alert  
 A.Intelligent B. Energetic      C. Passive      D. Watchful

**D) Do as directed.** **Apply 04**

1. They ..... (start) their work everyday at 7 o'clock.  
 (Use appropriate form of verb.)
2. I'm meeting her .....4o'clock....Monday.  
 (Use appropriate preposition.)
3. I have been working here ..... (from/ since) 1990.  
 (Use appropriate preposition.)
4. We have ..... uniform for the college.  
 (Use appropriate article.)

**Q. 5** 1. Write an application letter for the post of Trainee Engineer to the HR Manager, **Apply 12**  
 Infocom Pvt. Ltd., Nashik, Maharashtra.  
 2. Draft a resume for the above mentioned post.  
 OR

**A) Explain the difference between Technical writing and Literary writing.** **Understanding 06**

**B) What precautions one should take while writing emails?** **Understanding 06**

\*\*\* End \*\*\*

<b>DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE</b>			
<b>Winter End Semester Examination – Dec. 2019</b>			
<b>Course: B. Tech.</b>		<b>Sem: I</b>	
<b>Subject: Communication Skills</b>		<b>Subject Code: CS1204</b>	
<b>Max Marks: 60</b>		<b>Date: 21/12/2019</b>	
		<b>Duration: 3 Hr.</b>	
<b>Instructions to the Students:</b>			
1. Each question carries 12 marks.			
2. Attempt <b>any five</b> questions of the following.			
3. Illustrate your answers with neat sketches, diagram etc., wherever necessary.			
		(Level/CO)	Marks
<b>Q. 1</b>			
<b>A)</b>	<b>Write answers of any two of the following:</b>		<b>12</b>
<b>1.</b>	Define communication and its process?	<b>Knowledge</b>	<b>03</b>
<b>2.</b>	What functions do engineers perform through communication?	<b>Application</b>	<b>03</b>
<b>B)</b>	<b>Discuss any four barriers to communication and validate your answer with one example each.</b>	<b>Comprehension</b>	<b>06</b>
<b>Q.2</b>			
<b>A)</b>	<b>Write short note on any two of the following:</b>		<b>12</b>
<b>1.</b>	Non-verbal communication during Interviews	<b>Application</b>	<b>03</b>
<b>2.</b>	Tips to overcome fear of Public Speaking/ Stage fright?	<b>Application</b>	<b>03</b>
<b>B)</b>	<b>What are the principles of group discussion?</b>	<b>Knowledge</b>	<b>06</b>
<b>Q. 3</b>			<b>12</b>
<b>A)</b>	<b>Draw a diagram of Speech organs. Explain any three speech organs with examples.</b>	<b>Comprehension</b>	<b>06</b>
<b>B)</b>	Write the spelling for the following transcription. (2 marks each)	<b>Comprehension</b>	<b>2x3= 06</b>
	1. dɪs'tʃɑːdʒ		
	2. 'ɪndəstri		
	3. 'θɪətə		
<b>Q.4</b>			<b>12</b>
<b>A)</b>	<b>Fill in the blanks with appropriate words. (One mark each)</b>	<b>Application</b>	<b>1x6= 06</b>
	Rahul and Smita _____ (work, works, worked) in a mall everyday till 6:00 pm. Rahul handles the billing section of _____ (a, an, the, no article) mall, while Smita takes care of logistics. Yesterday, Smita _____ (see, saw, was seeing) a mouse running _____ (in, into, on) the storeroom. Rahul also heard some noise near _____ (a, an, the, no article) boxes. He _____ (started, start, has started) observing the movement.		
<b>B)</b>	<b>Fill in the blanks with appropriate modal auxiliary verbs.</b>	<b>Application</b>	<b>1x3= 03</b>

	<p><b>(one mark each)</b></p> <p>1. My grandmother is eighty-five, but she ..... still read and write without glasses. (can, may, could)</p> <p>2. You ..... not lose any more weight. You are already slim. (may, need, should)</p> <p>3. We ..... follow traffic rules to avoid accidents. (may, can, must)</p>		
<b>C)</b>	<p><b>Fill in the blanks with the word opposite in meaning to those underlined. (one mark each)</b></p> <p>1. What looks like a <b>convenient</b> shortcut may prove to be very _____ in the long run.</p> <p>2. No one wants to listen to an <b>ignorant</b> man but everybody listens to a _____ man.</p> <p>3. Gold is an <b>expensive</b> metal while iron is _____.</p>	<b>Application</b>	1x3= 03
<b>Q. 5</b>	<b>Solve Any One of the following. (This is just a sample instruction)</b>		<b>12</b>
<b>A)</b>	Write an application letter to your Head of the Department requesting 3 days' leave for your sister's marriage ceremony.	<b>Synthesis</b>	06
<b>B)</b>	Being a General Secretary of your institute, write an email to Hon. Narayan Murthy, Founder, Infosys inviting him as the Chief Guest for your College Annual function.	<b>Synthesis</b>	06
<b>Q. 6</b>	Solve any <b>three</b> of the following.		<b>(3x4)= 12</b>
<b>A)</b>	What are the barriers to listening?	<b>Knowledge</b>	4
<b>B)</b>	What is extempore Speech?	<b>Knowledge</b>	4
<b>C)</b>	How phonetics is important for Engineers?	<b>Comprehension</b>	4
<b>D)</b>	List down the points to be included in resume.	<b>Knowledge</b>	4
<b>Paper End</b>			

**Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad**

Supplementary Examination November-2018

**Course:** B. Tech. (All Courses)

**Semester:** I/II

**Subject Name and Code:** Communication Skills (HS102/HS202)

**Date:** 29/11/2018

**Max. Marks:** 60

**Duration:** 03 hours

**Instructions:**

1. Attempt **any FIVE** out of the given six questions.

- Q.1a) Write a detailed note on importance of communication for professional students. (06)
- b) Illustrate the importance of non-verbal communication in the process of communication. (06)
- Q.2 a) Assume that you are a press reporter and you are interviewing a retired justice of High Court of Mumbai. The topic for the discussion is the issue of reservations in Maharashtra. Explore the views of the retired justice about this issue. (06)
- b) Write a note on the do's and don'ts while participating in a GD. (06)
- Q.3 a) Transcribe the following words using phonemic script: (06)
- i) precise                      ii) paradigm                      iii) dance
- iv) education                      iv) charisma                      v) channel
- b) Answer the following questions:
- i) Write three words where 'mn' represents the sound /n/. (03)
- ii) Write three words where 'ch' represents the sound /ʃ/. (03)
- Q.4 a) Write the antonyms for the following words: (06)
- i) grudge                      ii) hamper                      iii) alien
- iv) best                      v) blunt                      vi) eminent
- b) Rewrite the following sentences using appropriate articles wherever required (06)
- i) Yesterday I met Shri. Vijay Patil, ..... minister for Public Health.
- ii) Many news channels showed that ..... birds from ..... other continents are migrating to the Indian sea coast.
- iii) ..... candle has ..... burning flame. .... flame is harmful for us.
- Q.5 Write a job application for the post of Trainee Engineer in Paramount Engineers, Wagle Estate, Thane. Address the application to the Personnel Manager of the organization. Include your bio-data with the application. (12)
- Q.6 a) What are the different barriers to listening and what are the strategies we can use to overcome these barriers? Explain with suitable examples. (06)
- b) Read the following passage and answer the questions below:
- Sociolinguistics as an independent discipline is primarily concerned with systematising the intricacies of the relationship between language and society with empirical evidences. The language used in a society corresponds to the social structure of that particular society at various levels. Individuals' preference of one language or language variety over the others is, thus,

determined by several socio-cultural aspects of the society the individuals belong to. Sociolinguistics attempts at answering the questions of how linguistic choice is related to patterns of social behaviour, what the social conditions are under which individuals of a society involves in code switching and code mixing, how individuals' preference of their one language or its varieties over others affects their relationships with the others and how members of one particular speech community perceive the language of those belonging to the different speech communities. To answer these questions would mean to describe various relationships between language and society. These relationships operate throughout a society at both macro and micro levels.

Language attitude studies are the subject of interest within the realm of sociology of language - particularly 'dynamic sociology of language' - that seeks to provide an answer to the question "What accounts for differential changes in the social organization of language use and behavior toward language~" (Fishman 1972: 2-3). Before proceeding towards a research on language attitude, a researcher requires to understand various issues, concepts and concerns associated with this area, as they have bearing on any research in the sociology of language. Attitude is a vital concept in social psychology as Allport claims that it is 'social psychology's most distinctive and indispensable concept' (cited in Eiser 1986: 9) and therefore it is necessary to discuss various problems and issues related to attitude in social psychology. In the present article we shall discuss in some detail various definitions of attitude, relationship between attitude and behaviour and structure of attitude. We shall also investigate the factors that lead to an inconsistent relationship between attitude and behaviour, etc.

1. What is sociolinguistics? (01)
2. What does language attitude study refer to? (01)
3. What is the pre-requisite to study language attitude? (02)
4. What are the different definitions that are referred to in the given article? (01)
5. Suggest a suitable title for the passage. (01)

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**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**  
**Mid Semester Examination**

Course: B. Tech in Mech / Civil  
 Subject Name: Communication Skills  
 Max Marks: 20 Date: 04 /10/2019

Sem: I  
 Subject Code: HS201  
 Duration: 1 Hr.

	Instructions to the student: 1. All questions are compulsory. 2. Figures to right indicate full marks	Level/Co	Marks
<b>Q.1</b>	<b>Attempt the following.</b>		<b>6</b>
1	During group discussion one should identify ..... a) Supporters b) Opponents c) Both A & B d) None of these	Remember	1
2	Use ..... during public speaking to attract audience. a) Proxemics a) Voice modulation b) Body language c) Both A & B d) None of these	Remember	1
3	Select the odd one..... a) Facial Expression b) Eye Contact c) Posture d) Oral	Remember	1
4	The way person sits, stands and carry oneself forward is called..... a) Vocalic b) Haptics c) Posture d) Gesture	Remember	1
5	Communication through touch is called..... a) Haptics b) Vocalic c) Gesture d) Posture	Remember	1
6	..... can enter into intimate zone according to Dr. Albert Mehrabian. a) Parents b) Children c) Spouse d) All the above	Remember	1
<b>Q.2</b>	<b>Solve any two of the following.</b>		<b>3x2</b>
(A)	What is difference between active listening and passive listening? <a href="https://www.batuonline.com">https://www.batuonline.com</a>	Understand	3
(B)	What is difference between Skimming and Scanning?	Understand	3
(C)	Define non-verbal codes with examples.	Understand	3
<b>Q.3</b>	<b>Solve any one of the following.</b>		<b>8X1</b>
(A)	Explain different techniques used during Group Discussion.	Apply	8
(B)	How will you prepare for interview?	Apply	8
	*****Don't Stress and Do Your Best*****		



**Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad**

Winter Semester Examination December-2019

Class: B.Tech. First Year

**Subject: Communication Skills (HS102/HS202)**

**Time:** 03 hours

**Date:** 21/12/2019

**Max. Marks:** 60

**Semester:** I/II

**Instructions:**

- 1) Each question carries 12 marks.
- 2) Attempt any Five questions.

- Q.1 a) What are the major objectives of communication? Explain in brief. (06)  
b) Write short notes on: (06)  
i) Need for Effective Communication ii) Verbal Communication
- Q.2 a) Assume that you are an Economic expert from India. You are presenting your views about the Indian economy versus the global economy. Present your views about the same in front of a press reporter who is interviewing you. (06)  
b) What is the importance of non-verbal communication while delivering a talk? Explain. (06)
- Q.3 a) Transcribe the following words using phonemic script: (06)  
i) pocket ii) miniature iii) complement  
iv) illuminate iv) eliminate v) lite  
b) Spell the following words reading the phonemic transcriptions: (06)  
i) /pɑ:rti/ ii) /kɑ:t/ iii) /slɪmbl/
- Q.4 a) Rewrite the following sentences using appropriate prepositions: (06)  
i) The visitors should be kept away ..... the patients in order .... keep the patient safe ..... any infection.  
ii) The employees were awarded ..... their performance during the year.  
iii) The lady was accused ..... the crime she had not committed.  
iv) My uncle was looking ..... the golden ring in the garden.  
b) Rewrite the following sentences using appropriate articles wherever required (06)  
i) I was felicitated by ..... Principal of our school for getting ..... first rank in the class.  
ii) My sister gifted me ..... new ink pen for my achievement in ..... Painting competition in ..... town.  
iii) My friend showed me ..... new bike.
- Q.5 Write a job application for the post of R & D Engineer at Parag Milk Products India Ltd., Shivaji Nagar Nashik. Address the application to the Personnel Manager of the organization. Include your bio-data with the application. (12)
- Q.6 a) What are the guidelines of effective speaking? Discuss. (06)  
b) Write short notes on: (06)  
i) Skimming & Scanning ii) Importance of Eye contact

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**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE****End Semester Regular Summer Examination – 2022-23****Course: B. Tech.****Branch :****Semester : II****Subject Code & Name: BT HM204, Communication Skills****Max Marks: 60****Date:****Duration: 3 Hr.****Instructions to the Students:**

1. All the questions are compulsory
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question
3. Assume suitable data wherever necessary and mention it clearly.

		(Level/CO)	Marks
<b>Q. 1</b>	<b>Solve any TWO of the following:</b>		<b>12</b>
<b>A)</b>	Explain the types/forms of communication	Understand/1	<b>6</b>
<b>B)</b>	Discuss any three barriers to communication?	Understand/1	<b>6</b>
<b>C)</b>	Write a short note on importance of reading skills.	Understand/1	<b>6</b>
<b>Q.2</b>	<b>Solve any TWO of the following:</b>		<b>12</b>
<b>A)</b>	What are the principles of practicing Group Discussion (GD)?	Remember/3	<b>6</b>
<b>B)</b>	Write a detailed note on non-verbal communication.	Remember/1	<b>6</b>
<b>C)</b>	Discuss interview techniques.	Understand/3	<b>6</b>
<b>Q. 3</b>	<b>Solve any TWO of the following:</b>		<b>12</b>
<b>A)</b>	Write the spelling for the following transcriptions. i. /kəm'pju:tə(r)/ ii. /ɪg,zæmɪ'neɪʃn/ iii. /'jestədə/	Remember/2	<b>6</b>
<b>B)</b>	Draw a diagram of Organs of Speech. Explain any three organs of speech.	Apply/2	<b>6</b>
<b>C)</b>	What is the role of phonetics in effective English communication?	Remember/2	<b>6</b>
<b>Q.4</b>	<b>Solve any TWO of the following:</b>		<b>12</b>
<b>A)</b>	I) Fill in the blanks with the appropriate article/s (a, an and the). i. Vinod wants to join _____ university. ii. You are _____ honest person. iii. Rahul is _____ Mahendra Singh Dhoni of our college.	Apply/4	<b>6</b>

	<p>II) Fill in the blanks with the appropriate preposition (from, since, up, between, on, under).</p> <p>i. He has been writing _____ morning.</p> <p>ii. Sudha sits _____ Saroj and Usman.</p> <p>iii. What is the documentary _____ ?</p>		
B)	<p>I) Rewrite the sentences using the correct tense.</p> <p>i. Simran _____ (go) to her village last week. (Simple Past Tense)</p> <p>ii. I _____ (teach) this subject for ten years (Present Perfect Continuous Tense)</p> <p>iii. He _____ (open) the shop everyday (Simple Present Tense)</p> <p>II) Write the synonyms of the following words:</p> <p>i. Abandon</p> <p>ii. Illiterate</p> <p>iii. Zenith</p>	Apply/4	6
C)	<p>I) Write the antonyms of the following words:</p> <p>i. Arrogant</p> <p>ii. Ancient</p> <p>iii. Virtue</p> <p>2) Correct the following sentences:</p> <p>iv. He is my older brother.</p> <p>v. My friend lives in abroad.</p> <p>vi. I love travel.</p>	Apply/4	6
Q. 5	Solve any ONE of the following:		12
A)	<p>1) Write a detailed report on an activity arranged by your college. (For example, Blood Donation Camp, Tree Plantation Drive, etc....)</p> <p>2) Write an application to your H o D requesting three days leave for yours sister's marriage ceremony.</p>	Remember/4	6
OR			
B)	<p>Use Full Block Format and write an application for the post of Asst. Engineer in Tata Consultancy Services (TCS), No. 11/2 Palace Road, Bangalore. (The Times of India, 10<sup>th</sup> July 2023)</p> <p>Attach your CV/Resume.</p>	Remember/4	12
*** End ***			

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