

Q.10 A leader must listen_____ of team members.
(order/Feedback) (CO3)

SECTION-B

Note:Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

- Q.11 Why are 'values' important for us in life? (CO2)
- Q.12 Write the steps to prepare the SWOT analysis for a small-scale industry. (CO1)
- Q.13 How is time Management helpful in developing positive personality? (CO2)
- Q.14 Discuss any five benefits of body language. (CO2)
- Q.15 What is a covering letter? Why is it required? (CO4)
- Q.16 What is the process of knowing yourself? (CO1)
- Q.17 Write five strategies for improving perceptual skills. (CO2)
- Q.18 What are the functions of a leader? (CO3)

SECTION-C

Note:Long answer questions. Attempt any one question out of two questions. (1x10=10)

- Q.19 Write a letter to the manager of State electricity board of your state complaining about power failure in your town. (CO4)
- Q.20 Write an office order of termination of an employee in the office. (CO4)

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Roll No.

1st Sem / Trade: Mech. Engg. (MSIL)

Subject : Communication Skills - I

Time : 3 Hrs.

M.M. : 50

SECTION-A

Note:Very short questions. Attempt all ten questions.
(10x1=10)

- Q.1 Write short form of memorandum. (CO4)
- Q.2 A good leader is one who makes his employees feel that he is the boss. (True/False) (CO3)
- Q.3 What is perception? (CO2)
- Q.4 What does letter "W" in SWOT analysis means? (CO1)
- Q.5 A person with positive attitude always find positive things in others. (True/False) (CO2)
- Q.6 Maintain personal diary is process of knowing yourself. (True/False) (CO1)
- Q.7 Attitude represents judgement while value represents predisposition. (True/False) (CO2)
- Q.8 _____includes gestures and postures. (Body language/Value) (CO2)
- Q.9 The business letters are written for _____matters. (Personal / Business) (CO4)

(60)

(2)

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(1)

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