

No. of Printed Pages : 4
Roll No.

MSIL-130913

1st Sem / Mech. Engg (MSIL)
Subject:- Communication Skills - I

Time : 3 Hrs.

M.M. : 50

SECTION-A

Note: Multiple Choice questions. All questions are compulsory. (5x1=5)

Q.1 Self-discovery involves

- a) self-awareness
- b) interest awareness
- c) career awareness
- d) all of the above

Q.2 Three Cs of SWOT Analysis are

- a) Customers
- b) Costs
- c) Competition
- d) All of the above

Q.3 Which of the following is not a quality of a good leader?

- a) Good communicator
- b) Motivates others
- c) Sets the example
- d) None of the above

Q.4 Body language communication involves

- a) gesture
- b) dialogues
- c) touch
- d) both a and c

Q.5 Career planning does not involve

- a) self-evaluation
- b) focusing on other people
- c) exploring career option
- d) setting goals

SECTION-C

Note: Short answer type questions. Attempt any six questions out of Eight questions. $(6 \times 5 = 30)$

Q.11 List two benefits of self-discovery.

Q.12 What are the elements of SWOT Analysis?

Q.13 What are the 3 Cs of body language?

Q.14 What are the key steps for career planning?

Q.15 Write two strategies that improve perceptual skills.

Q.16 Write the features of a good email.

Q.17 What is the main purpose of correspondence?

Q.18 What style of writing is an email?

SECTION-D

Note: Long answer type questions. Attempt any one questions out of two questions. $(1 \times 10 = 10)$

Q.19 Who is a good leader? Write ten characteristics of a good leader.

Q.20 As a President of XYZ company, write an email to employees inviting them to participate in the cleanliness drive to be launched at the City Park on Sunday at 9 am. Send the email to multiple recipients.

Note: Objective type questions. All questions are compulsory. $(5 \times 1 = 5)$

Q.6 Write the full form of SWOT.

Q.7 What is self-discovery?

Q.8 Define Kinesics.

Q.9 Name one form of nonverbal communication.

Q.10 What is correspondence?