

Roll No. _____

ID: MSIL-130913

Semester: 1st
Branch: Mech. Engg.

Subject: Communication Skills-I

Time: 3hrs.

Max Marks 50

Section-A

Note: Multiple type Questions. All questions are compulsory

5x1=5

- Q 1. Self-discovery helps figure out.
a) Passions
b) Interests
c) Strength and weaknesses
d) all of the above
- Q 2. Body language does not include.
a) Gestures
b) Sign language
c) Body posture
d) touch
- Q 3. To make a good first impression
a) Make eye contact
b) Smile
c) Be authentic
d) all of the above
- Q 4. Examining yourself requires
a) Self-awareness
b) Self-consciousness
c) Interaction with others
d) All of the above
- Q 5. Positive attitude
a) Reduces stress
b) Changes your perception
c) Demotivates you
d) Both a and b

Section-B

Note: Objective type Questions. All questions are compulsory.

5x1=5

- Q 6. What is a SWOT grid?
Q 7. Give one example of positive attitude.
Q 8. Define correspondence.
Q 9. Define email.
Q 10. Give one example of a SWOT opportunity.

Section-C

Note: Short answer type Questions. Attempt any six questions out of eight questions.

6x5=30

- Q 11. What is a SWOT grid?
Q 12. What is body language
Q 13. Define the first impression.
Q 14. What are the four types of values?
Q 15. What are good leadership skills?
Q 16. Why is a positive attitude important?
Q 17. List different forms of correspondence.
Q 18. What is an office order?

Section-D

Note: Long answer Questions. Attempt any one question out of two questions.

1x10=10

- Q 19. What are the importance and benefits of self-discovery?
Q 20. You are a sales representative for your company. Write a letter to Mr. Kapoor of ABC Enterprises, introducing your new product. Be sure to give details about your product/service.