

SECTION-C

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

Q.19 What is time management? Write five steps for successful time management. (CO2)

Q.20 Write ten tips to make a good impression in an interview. (CO3)

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2nd Sem / Mech. Engg . (MSIL)

Subject : Communication Skills - II

Time : 3 Hrs.

M.M. : 50

SECTION-A

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

Q.1 One word substitution for:

A person who is famous for his/her bad activities.
(Notorious/ Optimist) (CO1)

Q.2 A team leader must listen _____ of team members.
(order / feedback) (CO4)

Q.3 Choose correct spelt word in the following options.
(CO1)

- a) beleive b) Belive
- c) Beilieve d) Believe

Q.4 Choose correct spelt word in the following options.
(CO1)

- a) accomodate b) accomoodate
- c) acommodate d) acomodate

- Q.5 While appearing for an interview, wear _____ shoes, (informal/ formal) (CO3)
- Q.6 One word substitution for:
The Government wing responsible for making rules. (Court/ Legislature) (CO1)
- Q.7 Postpones unnecessary activities until the work is done. (True/False) (CO2)
- Q.8 Good presentation skill is a reason for rejecting in a job interview. (True/False) (CO3)
- Q.9 _____ is the skill that employees use to work together and achieve a common goal. (Teamwork / Groupwork) (CO4)
- Q.10 A good team leader might be _____. (rigid / responsible) (CO4)

SECTION-B

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

- Q.11 What do you mean by effective scheduling? (CO2)
- Q.12 What are the skills needed for team work? (CO4)
- Q.13 What are the types of interviews? (CO3)

- Q.14 Give five reasons to achieve success in a job interview. (CO3)
- Q.15 What is the role of a team leader in an effective team? (CO4)
- Q.16 Put the words in blanks in the appropriate form (Use a prefix or a suffix). (CO1)
- The team won the _____ (champion)
 - I couldn't find any _____ in his theory. (weak)
 - The _____ explained the lesion. (Teach)
 - I think that you should _____ your decision. (consider)
 - The road was too narrow, so they had to _____ it. (wide)
- Q.17 Punctuate the following sentences: (CO1)
- Let me go out she said
 - who are you
 - what was mohan playing in ground
 - hurrah we win
 - sachin tendulkar is living in mumbai
- Q.18 What do you mean by team building? Write a short note on it. (CO4)