

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) Set 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-B

**Note:** Objective type questions. All questions are compulsory. (5x1=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?

### SECTION-C

**Note:** Short answer type questions. Attempt any six questions out of Eight questions. (6x5=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. (1x10=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.