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MSIL-130933

**3rd Sem / Mech. Engg. (MSIL)**  
**Subject:- Communication Skills- III**

Time : 3Hrs.

M.M. : 50

**SECTION-A**

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

Q.1 Voice and accent are

- a) oral skills
- b) written skills
- c) non-verbal
- d) all of the above

Q.2 Verbal communication involves

- a) use of words
- b) spoken words
- c) written words
- d) all of the above

Q.3 The P's of oral communication include

- a) Projection
- b) Pace
- c) Pitch
- d) All of the above

Q.4 The body of words used in a particular language is called

- a) Vocabulary
- b) Lexicon
- c) fluency
- d) both a and b

Q.5 Inhibit means

- a) hold back
- b) restrict
- c) prevent
- d) all of the above

## SECTION-B

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

Q.6 What do you understand by accent?

Q.7 Give one example of wishing someone well.

Q.8 Define voice.

Q.9 "I appreciate your help" is an example of expressing\_\_\_\_\_.

Q.10 Define Biodata.

## SECTION-C

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

Q.11 Define pronunciation.

Q.12 Define interpersonal communication.

Q.13 What are oral communication skills?

Q.14 What do you understand by greetings and leave taking?

Q.15 Write four tips that could prove successful in a group discussion.

Q.16 What do you mean by Expressing likes and Dislikes. Explain.

Q.17 Differentiate among Biodata, CV and resume.

Q.18 What are the 3 main components of fluency?

## SECTION-D

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

Q.19 Define CV. Design a Student CV that showcases your potential qualities.

Q.20 What do you understand by group discussion. What are its essential elements?