

Q.10 A leader must listen \_\_\_\_\_ of team members.  
(order/ Feedback) (CO3)

### SECTION-B

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

- Q.11 Why are 'values' important for us in life? (CO2)  
Q.12 Write the steps to prepare the SWOT analysis for a small-scale industry. (CO1)  
Q.13 How is time Management helpful in developing positive personality? (CO2)  
Q.14 Discuss any five benefits of body language. (CO2)  
Q.15 What is a covering letter? Why is it required? (CO4)  
Q.16 What is the process of knowing yourself? (CO1)  
Q.17 Write five strategies for improving perceptual skills. (CO2)  
Q.18 What are the functions of a leader? (CO3)

### SECTION-C

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

- Q.19 Write a letter to the manager of State electricity board of your state complaining about power failure in your town. (CO4)  
Q.20 Write an office order of termination of an employee in the office. (CO4)

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

Time : 3 Hrs.

M.M. : 50

### SECTION-A

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

- Q.1 Write short form of memorandum. (CO4)  
Q.2 A good leader is one who makes his employees feel that he is the boss. (True/False) (CO3)  
Q.3 What is perception? (CO2)  
Q.4 What does letter "W" in SWOT analysis means? (CO1)  
Q.5 A person with positive attitude always find positive things in others. (True/False) (CO2)  
Q.6 Maintain personal diary is process of knowing yourself. (True/False) (CO1)  
Q.7 Attitude represents judgement while value represents predisposition. (True/False) (CO2)  
Q.8 \_\_\_\_\_ includes gestures and postures. (Body language / Value) (CO2)  
Q.9 The business letters are written for \_\_\_\_\_ matters. (Personal / Business) (CO4)