

### 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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Roll No. ....

**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) accomodate | 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)

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- 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)

(3)

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