

Roll No

BE-103**B.E. I & II Semester**

Examination, June 2016

Communication Skills**Time : Three Hours****Maximum Marks : 70**

- Note:** i) Answer five questions. In each question part A, B, C is compulsory and D part has internal choice.
 ii) All parts of each question are to be attempted at one place.
 iii) All questions carry equal marks, out of which part A and B (Max. 50 words) carry 2 marks, part C (Max. 100 words) carry 3 marks, part D (Max. 400 words) carry 7 marks.
 iv) Except numericals, Derivation, Design and Drawing etc.

Unit I

1. a) Transcribe the following words phonetically
 - i) Thing ii) Proof
 - iii) Ship iv) Fast
- b) What are the objectives of communications?
- c) What are the 7C's of communication?
- d) Identify communication barriers and describe ways to remove them.

OR

What are the points to be kept in mind while preparing for oral presentation?

Unit II

2. a) Define
 - i) Catalysis ii) Titration
- b) What is company structure?
- c) Differentiate between listening and hearing.
- d) Write the technical description of any one of the following.
 - i) Mobile phone ii) Personal computer
 - iii) Lathe machine

OR

Write notes on:

- i) Audience analysis
- ii) Importance of feedback in communication

Unit III

3. a) What is an enquiry letter?
- b) How do business letters differ from personal letters?
- c) Describe the information that must be included in a letter placing orders
- d) What elements constitute the structure of a business letter? Discuss briefly each of them.

OR

What is a resume? Elaborate.

Unit IV

4. a) How is Precis writing different from precise writing.
- b) Write in short the essential features of note making
- c) Pick advertisements for three brands of a product and compare them. Which one of them do you consider the best and why?
- d) Develop any one of the following topic sentences into a complete paragraph using the most appropriate technique:
 - i) Disputes are inevitable
 - ii) Over the last forty years, computers have developed dramatically.
 - iii) In the coming decades road transport will face serious problems
 - iv) The internet is fast becoming the communication tool of choice.

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Write notes on :

- i) Proxemics ii) Chronemics

Unit V

5. a) Write the difference between Bibliography and Reference.
- b) Differentiate between Index and Glossary
- c) What are the essentials of a good report?
- d) Write a report of trouble.

OR

Name all the elements which appear in the front matter and back matter of a formal report.
