

Roll No. ....

## BE-103(GS)

B. E. (First/Second Semester)

EXAMINATION, June, 2012

(Grading System)

(Common for all Branches)

COMMUNICATION SKILLS

[BE-103(GS)]

Time : Three Hours

Maximum Marks : 70

Minimum Pass Marks : 22 (D Grade)

**Note :** Answer all five questions. All questions carry equal marks. There can be internal choice within questions.

### Unit - I

1. (a) Elaborate the objectives of Communication. 4
- (b) Identify the communication barriers and describe the ways to overcome them. 10

Or

- (a) Write sentences to show the difference in meaning : 4
  - (i) affect, effect
  - (ii) principal, principle
- (b) Describe the process of communication with the help of a schematic diagram. 10

P. T. O.

### Unit - II

2. (a) Define any two of the following : 4
  - (i) Electrolysis
  - (ii) Motor
  - (iii) Velocity
  - (iv) Welding
- (b) Write notes on any one of the following topics (100-150 words) : 10
  - (i) Knowledge is power
  - (ii) Internet
  - (iii) Noise pollution
  - (iv) Corruption

### Unit - III

3. (a) Why is it important to adopt a 'you attitude' when you are preparing a resume ? 4
- (b) Write a letter to M/s Rajiv Electronics Ltd., New Delhi, calling for quotations of electronics goods required for your college laboratory. Invent details. 10

Or

- (a) Write down the differences between a tender and a quotation. 4
- (b) There is a vacancy for the post of lecturer in Mechanical Engineering at National Engineering College, Delhi. Imagine that you are Manuraj Singh, a Mechanical Engineering graduate, and apply for the post. 10

Unit – IV

4. (a) How is note-taking from a written text different from note-taking from a lecture ? 4
- (b) Write the technical description of a mobile phone or a personal computer. 10

*Or*

- (a) Write a slogan on 'save energy'. 4
- (b) Write short notes on any *two* of the following : 10
- (i) Precise writing
- (ii) Speech
- (iii) Debates

Unit – V

5. (a) What is the role of eye-contact in speaking ? 4
- (b) What is an oral presentation ? What are the points you would keep in mind while giving an oral presentation ? 10

*Or*

- (a) What are the skills required for receiving telephone calls ? Explain. 4
- (b) Assuming yourself to be the head of electrical department of an institution, write a report of trouble on fire caused in the laboratory of your department. Invent details. 10