

- b) Define report.
- c) Enlist the important points one has to keep in mind while participating in a debate.
- d) Write short dialogues of five to ten lines for the following situation:

Neeraj finds smoke coming out of his neighbour's locked flat. He calls the fire station and asks for help, giving his address and telephone number clearly.

OR

What elements must appear in the structure of energy report and why?

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Roll No .....

## BE - 103

### B.E. I & II Semester

Examination, December 2015

### 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) How can visual aids enhance technical communication?
- b) Distinguish between intrapersonal and interpersonal communication.
- c) How is feedback important in communication.
- d) 'Non-verbal means are more important than verbal means in oral communication'. Discuss the statement, giving examples in support of your answer.

OR

Explain the following terms with reference to communication barriers:

- i) Cultural differences
- ii) Emotional outburst

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**Unit - II**

2. a) Write the definition of the following terms
- E-mail
  - E-commerce
- b) Describe the process of listening.
- c) What is 'audience analysis'?
- d) Write technical description of an electric fan.

OR

Write a short note on any one of the following topics.

- Pollution
- Technology creates more problems than it solves.

**Unit - III**

3. a) Define a 'Resume'?
- b) What is the main function of the closing paragraph of a business letter?
- c) In what way a quotation letter different from a notice inviting tenders?
- d) Draft a letter inviting quotations for office furniture invent the necessary details regarding their shape, size, number etc.

OR

Assume that you are the Civil Engineer in Shyam construction company, court road, Bhimani. Prepare a tender for the construction of a 20ft wide cement concrete road (16 km) from Pilani to Chirawa for submission to the executive engineer (B and K) P.W.D.

**Unit - IV**

4. a) What is 'note making'?
- b) Write a slogan for 'save water' campaign in your college.
- c) A bridge the following sentences:
- Ram performed his duties exactly in the manner he had been instructed.
  - As they had been exhausted by the work, the workers sat down.
  - The explanation that you have given is not satisfactory.
- d) As the secretary of the college union, draft a speech for yourself to be delivered on the college day function.

OR

What is precis writing? What are the do's and don'ts for precis writing? rgpvonline.com

**Unit - V**

5. a) In each of the following questions, out of the given Four alternatives, choose the word that is opposite in meaning of the given word:
- Accustomed
 

a) Used	b) Unusual
c) Ready	d) Usual
  - Diligent
 

a) Active	b) Lazy
c) Dynamic	d) Honest
  - Beneficial
 

a) infurious	b) Useful
c) Static	d) Dangerous
  - Arrogant
 

a) Sincere	b) Grave
c) Humble	d) Vain