

Examination December, 2012
BE First/ Second Semester
(Common for all branches)
Communication Skills BE-103

TIME: Three Hours

Maximum Marks: 70

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

Unit -1

1. (a). Transcribe the following words phonetically: (i) And (ii) Key (iii) ship (iv) Proof 4
(b). Discuss the significance of written communication for any organization. What are its advantages and limitations? 10

OR

- (a) What is the importance of feedback in the process of communication? 4
(b) Write notes on any two of the following topics: 10
(i) Proxemics (ii) Paralinguistics (iii) socio-psychological barriers (iv) Semantic barriers

Unit -2

2. (a). Define (i) electricity (ii) Photon (iii) Gravity (iv) Osmosis 4
(b) Write a note (100-150 words) on any one of the following topics: 10
(i) Computer mediated communication (ii) Role of women in politics
(iii) Company structure (iv) Corruption

Unit-3

3. (a) What are the points to be kept in mind while calling quotations? 4
(b) Assume that you are the Chief Engineer in PWD, Bhopal. Prepare a tender notice for the construction of a 20 feet wide road from Airport to New Market (25 Kms). Invent details. 10

OR

- (a) Elucidate the relevant details to be covered in a resume 4
(b) Write a letter of application for the post of an Assistant Professor in a prestigious University. Invent details. 10

Unit -4

4. (a) Discuss the characteristics of a good speech. 4
(b) Write the technical description of a Lathe Machine. 10

OR

- (a) What do you mean by précis? How can précis writing skill be useful to you? 4
(b) Describe the process of titration. 10

Unit-5

5. (a) What do you understand by telephone etiquette? 4
(b) What are the constituents of a technical report? Elaborate. 10

OR

- (a) Write the difference between a debate and speech. 4
(b) 'Listening is the most significant aspect of the process of communication.' Discuss. 10