



**GOVERNMENT POLYTECHNIC, MUMBAI**  
Science And Humanities Department

TEST : 2

COURSECODE: CommunicationSkills/BusinessCommunication  
Prog : IT/CO/AIML/RT/LG/LTEEngineering  
Date: 23/04/2025

EVEN TERM : 2024-25  
Course code: HU23 501  
Marks :20  
Time : 10.30 to 11.30

**Q. 1) Attempt Following.**

6 M

- A) List the different parts of resume. CO3/R
- B) State importance of interview. CO3/R
- C) Write 10-20-30 rule while delivering the PowerPoint Presentation. CO4/R

**Q. 2) Attempt Following.**

8 M

- A) Write the tips for effective presentation. CO4/U

**OR**

- A) Imagine you have to attend interview. How you will prepare yourself for interview? CO4/U

- B) Draft a Notice to the members of Sports Club regarding Annual General Meeting. CO4/A

**OR**

- B) Write Application for the post of Computer Engineer. Write to, The Manager, Nisha Software.

CO5/A

Limited, Jogeshwari, Mumbai.

6 M

**Q. 3) Attempt any Two.**

CO3/A

- A) Write about grooming (dress code) of men and women in interview. CO5/A

- B) State the meaning of Circular. CO4/A

- C) Explain importance of Facial Expressions in Presentation.

CO NO	CO3	CO 4	CO 5	Levels	R	U	A
Marks	9	9	13	Marks	9	11	11