



GOVERNMENT POLYTECHNIC, MUMBAI
Science And Humanities Department

TEST : 2
COURSE CODE: Communication Skills/Business Communication
Prog : IT/CO/AILM/RT/LG/LT Engineering
Date: 23/04/2025

EVEN TERM : 2024-25
Course code: HU23 501
Marks : 30
Time : 10.30 to 11.30

Q. 1) Attempt Following.

6 M

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

CO5/ R
CO3/ R
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 Limited, Jogeshwari, Mumbai.

CO5/ A

6 M

Q. 3) Attempt any Two.

- A) Write about grooming (dress code) of men and women in interview.
- B) State the meaning of Circular.
- C) Explain importance of Facial Expressions in Presentation.

CO3/ A

CO5/ A

CO4/ A

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