

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

LONERE – RAIGAD – 402 103

End Semester Examination – December – 2017

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Branch: B. Tech (Group ‘A’/Group ‘B’)

Semester – I

Subject: Communication Skills (HS 102)

Marks: 60

Date: 13/12/2017

Time: 3 Hrs
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- Q: 1 a) Define ‘Communication’ and draw a neat diagram showing the stages in the process of communication. 6
- b) Write the types of Non-Verbal Communication and explain them. 6
- OR**
- Mention the barriers to effective communication and the ways to overcome them. 12

- Q: 2
- a) What are the techniques of Group Discussion? 6
- b) Explain in brief the types of Interview Questions 6
- c) What are the steps of effective presentation 6
- d) Write the telephonic etiquettes. 6

- Q: 3
- a) Draw a neat diagram of organs of speech with proper labels. 6
- b) Write phonemic transcription of the following words (Any Three) 6
- i) Education ii) furniture iii) tomorrow iv) remember.
- c) Write the spelling for the following transcription. 6
- i) /'neɪbə/ ii) /'jestədi/ iii) /'wɪndəʊ/ iv) /'tʃɒklɪt/

- Q: 4 a) Write the sentences with correct articles wherever necessary. (Any Three) 3
- i) I shall send you e- mail.
- ii) Would you please wait for minute.
- iii) Please attend meeting on my behalf.
- iv) She can drive car.
- b) Fill in the blanks with correct prepositions. (Any Three) 3
- i) Encoding is the process of changing information logical, coded message.
- ii) Silver is the best conductor heat.
- iii) My house is to the city post office.
- iv) I go to college daily Nine O' Clock.
- c) Correct the following sentences. (Any Three) 3
- i) There is many solutions to this problem.
- ii) The reaction between an acid and a base take place in microseconds.
- iii) Photosynthesis and photography involve both light sensitive reactions.

- iv The girl and her sister is well known debaters.
- d Rewrite the sentences using the tense form given in the bracket. (Any Three) 3
- i He (Run) a marathon this Sunday. (Future continuous Tense)
- ii They (Gift) him a lovely painting on his birthday. (Past Perfect Tense)
- iii She (Go) to hometown every weekend. (Simple Present)
- iv I (Work) in this company for ten years. (Present Perfect Continuous Tense)
- Q: 5 a) Write a report on 'Global Warming'. 6
- b) Write a short essay on 'Use of Mobile in Communication'. 6
- OR**
- c) Write an Application Letter with appropriate Resume with the following details
'Required an Assistant Engineer in Tata Company, Jamashedpur. Candidate with
engineering degree having 2 years experience'. 12
- Q: 6 Write any two of the following.
- a) What the strategies to become a good listener? 6
- b) Explain in brief the types of reading. 6
- c) Write note on Active listening and Passive listening. 6

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