

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY****LONERE – RAIGAD – 402 103****End Semester Examination – December – 2017****Branch: B. Tech (Group 'A'/Group 'B')****Semester – I****Subject: Communication Skills (HS 102)****Marks: 60****Date: 13/12/2017****Time: 3 Hrs***[ Any 5 ]*

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 *Any - 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 *Any - 2*

a) Draw a neat diagram of organs of speech with proper labels.

6

b) Write phonemic transcription of the following words (Any Three)

i) Education ii) furniture iii) tomorrow iv) remember.

6

c) Write the spelling for the following transcription.

i) /'neɪbə/ ii) /'jestədi/ iii) /'wɪndəʊ/ iv) /'tʃɒklɪt/

6

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 12
- 'Required an Assistant Engineer in Tata Company, Jamashedpur. Candidate with engineering degree having 2 years experience'.

- ~~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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