



Communications Skills-MAY2018

First Year Engineering (Semester 2)

TOTAL MARKS: 40

TOTAL TIME: 2 HOURS

(1) Question 1 is compulsory.

(2) Attempt any three from the remaining questions.

(3) Figures to the right indicate full marks.

Q1. (a) List 2 situation which could occur in your personal life where you would choose to speak rather than write. Explain the reason for your choice. (03)

Q1.(b) Give the diagrammatic representation of Complete Block Layout Form. (02)

Q1.(c) Explain the relevance of diagrams while describing an object. (02)

Q1.(d) Techniques to improve listening skills. (03)

Q2. (a) EXPLAIN PROXEMICS. (03)

Q2.(b) Write short note on completeness? (02)

Q2.(c) When is a Note given in instruction? (02)

Q2.(d) Find one word substitutes for the following phrases: (03)

i) An instrument for measuring earthquakes. Sismometer

ii) to move from one country to another. Migration

iii) murder of a new born child. Infant

Q3. (a). How is curtsey shown in business letter?

Give atleast two example. (03)

Q3.(b). Meera biscuits Mart, Ionavala have complained that they received a consignment of 100kg of biscuit in a broken condition and have asked for adjustment. They have attributed the damage to defective packaging. On behalf of shandesh biscuits and food products, Mumbai write a suitable reply. (06)

Q3. (c). What is important of Feedback in communication process? (02)

Q.4 (a). Distinguish between oral and written communication. (02)

Q4.(b). Give the difference in meaning for each of the following pair of words: (02)

Q4.(c). Your company is organising a 2 day conference in New Delhi and you expect sales Personnel from



branches all over India to attend . As the conveyor of the conference write to a hotel enquiring about facilities like conference hall, food and Accommodation the participants . Give necessary details. (06)

Q5. (a). Write short note on: (04)

- i) Chronomics
- ii) Precaution in instruction

Q5.(b). Describe any one of the following object: (04)

- i) Headphone
- ii) scanner

Q5.(c). Give the diagrammatic representation of communication cycle. (02)

Q6.(a)Read the following passage and answer the question given below:

But man is not destined to vanish. He can be killed, but he cannot be destroyed , because his soul is the deathless and his spirit is irrepressible. Therefore, though the situation seems dark in the context of the confrontation between the superpower, the silver lining is provided by amazing phenomenon that the very nations which have spent incalculable resource and energy for the production of deadly weapons are desperately trying to find out how they might never be used. They threaten each other, intimidate and each other and go to brink, but before the total hour arrives the withdrawal from there brink.

i).The main point from the author's view is that (01)

- A. Man's soul and spirit cannot be destroyed by superpower
- B. Man's destiny is not fully clear or visible.
- C. Man's soul and spirit are immortal.
- D. Mens safety is assured by the delicate balance of power in term of nuclear weapon.
- E. Human society will survive despite the serious threat of the total annihilation.

ii). The phrase "Go to the brink" in the passage means (01)

- A. Retreating from extreme danger.
- B. Declare War on each other.
- C. Advancing to the stage of War but not engaging in it.
- D. Negotiate for peace.
- E. Commit suicide.



III). In the author's opinion (01)

- A. Use stockpiles of destructive weapons have Safari save mankind from a Castrophe.
 - B. Superpower have at least realise the need for abandoning the production of Lethal weapons.
 - C. Mankind is heading toward complete destruction.
 - D. Nations is position of Huge stop files of Lethal weapons are trying hard to avoid actual conflict.
 - E. There is a silver lining over the production of deadly weapons. iv). Irrepressible in the second line means (01)
- A. Incompatible.
 - B. Strong.
 - C. Oppressive.
 - D. Unrestrainable.
 - E. Unspirited.

V. A suitable title for the above passage is (01)

- A. Destruction of mankind is in evitable.
- B. Men's desire to survive in habits use of deadly weapons.
- C. Mounting cost of modern weapons.
- D. Threads and intimidation between superpower.
- E. Cowardly Retreat by man.

Q6.(B). List any 10 instruction to follow while welding and object. (05)