

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY**

**LONERE – RAIGAD – 402 103**

**End Semester Examination – December – 2017**

Branch: B. Tech (Group 'A'/Group 'B')  
Subject: Communication Skills (HS 102)  
Date: 13/12/2017

Semester – I  
Marks: 60  
Time: 3 Hrs

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 two**

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 two**

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) /'neibə/ ii) /'jestədi/ iii) /'windəz/ 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  
'Required an Assistant Engineer in Tata Company, Jamshedpur. 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

**----- End -----**

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