

Exam.Code:0905
Sub. Code: 6651

1128

**B.E. (Mechanical), First Semester
HSS-102: Communication Skills
(Common with ECE and EEE)**

Time allowed: 3 Hours

Max. Marks: 50

NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting two questions from each Unit.

x-x-x

- I. Attempt the following:-
 - a) Define 'Communication Skills'.
 - b) Define 'Adverbs' citing an example.
 - c) Explain the essentials of 'Effective Communication'.
 - d) Name any two recent advanced technologies used in communication.
 - e) Define and exemplify 'Memos'. (5x2)

UNIT - I

- II. Write a short note on following:-
 - a) Use of Adverb citing two examples
 - b) Use of conjunction citing two examples (2x5)
- III. Examine in detail the scope and process of 'Communication Skills'. (10)
- IV. State and describe 'Barriers to Effective Communication'. Examine various strategies to manage these barriers. (10)

UNIT - II

- V. Examine the scope and significance of Communication in an Organization. Describe the tools to make communication effective. (10)
- VI. Write short note on following:-
 - a) Social context of Communication
 - b) Technical Proposals (2x5)
- VII. Describe telephonic Interview's & Video Conferencing citing the potential advantages and limitations of each technique. Examine the significance of these emerging techniques in information age. (10)

x-x-x