

Exam.Code:0905
Sub. Code: 6651

1078
B.E. (Mechanical Engineering)
First Semester
HSS-102: Communication Skills
(Common with EEE, ECE)

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:-
- Briefly explain the significance of "Communication Skills".
 - Define 'Adverb'.
 - What do you understand by 'Video Conferencing'?
 - Name two coping strategies for "Stress".
 - What do you understand by "Definite Article"?
 - What is the importance of listening?
 - What is the importance of 'Voice Modulation' in speaking.
 - Outline the structure of 'Memo'.
 - Define "Interpersonal Communication".
 - Briefly describe the importance of 'Body Language' in Communication. (10x1)

UNIT – I

- II. Write a short note on following:-
- Usage of Phonetic Sounds
 - Writing Skills (5,5)
- III. Describe in detail the scope and significance of "Communication Skills". (10)
- IV. What are the barriers to effective communication? Describe various tools available to manage these barriers. (10)

UNIT – II

- V. Effective Communication is all about knowing what not to say- Do you agree or disagree? Justify your instance. (10)

P.T.O.

(2)

VI. Write short note on following:-

a) E-mail Etiquette

b) Recent Developments in Media

(2x5)

VII. Write the steps of writing a project report citing one example of your choice. (10)

x-x-x