

Exam.Code:0905
Sub. Code: 6651

1108
B.E. (Mechanical)
First Semester
HSS-102: Communication Skills
(Common with ECE, 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 'Communicator'.
- b) Define and exemplify 'work order',
- c) Name two strategies to cope up with stress.
- d) What do you mean by 'Indefinite Article'?
- e) Write any four 'Parts of speech'.
- f) Give two examples of 'Homonyms'
- g) What is the role of 'Voice Modulation' in speaking?
- h) Briefly explain the importance of 'Vocabulary Building'
- i) Define 'Blog writing'.
- j) Write down two things to take care of while writing a memo. (10x1)

UNIT - I

II. Write a short note on following:-

- a) Use of Prepositions
- b) Building Blocks of good Writing Skills (2x5)

III. Describe in detail the scope and significance of 'Communication Skills' (10)

IV. What are the barriers to effective communication? How these barriers are managed?(10)

UNIT - II

V. Define 'Effective Communication'. Describe the tools of effective communication. (10)

P.T.O.

(2)

- VI. Write short note on following:-
- a) Components of Minutes of Meeting
 - b) Recent Developments in Media (2x5)
- VII. Discuss the various types of layout for a report citing example for each layout. (10)

x-x-x