

Government College of Engineering, Aurangabad
(An Autonomous Institute of Government of Maharashtra)
F.E. (Civil, Mechanical, Electrical) Examination
End Semester Examination/Re Examination Nov/Dec. 2016
HS 1001 – COMMUNICATION SKILLS

Time: Three Hours

13 DEC 2016

Max. Marks: 60

“Verify the Course Code and check whether you have got the correct question paper”

N.B:-

- 1. All questions are compulsory*
- 2. Figures to the right indicate full marks*
- 3. Assume suitable data if necessary and state it clearly*

Q1. Attempt any Two

12

- i. What are formal and inform types of communication? State the advantages and disadvantages of both.
- ii. Write and explain five types of communication barriers and how to overcome on each.
- iii. What are the elements or components involved in communication event? Explain with the help of a diagram.

Q2. Attempt any Two

12

- i. State any six common gestures of communication and its meaning.
- ii. Describe aspects of body language.
- iii. What are principle codes of non-verbal communication? Explain any six.

Q3. Solve the following as directed.

12

(A) Name the parts of speech of each underlined word in the following sentences.

- i. There are several mistakes in your name.
- ii. I saw a flock of sheep grazing in the meadow.
- iii. I don't get enough exercise these days.
- iv. Most people love sweets.

(B) Fill in the blanks with appropriate articles.

- i. _____ Ganga is _____ sacred river.
- ii. French is _____ easy language but Sanskrit is _____ difficult one.
- iii. His own family realized that _____ time to call _____ halt to Dave's impossible plan was that Septcmber night.
- iv. Fred Hartman _____ bank officer and _____ very practical man stalled before one replying.

(C) Rewrite the following sentences by the changing to tense given bracket.

- i. Nature heard the conversation of the violet.(Use past perfect continuous tense)
- ii. David grew up considering blindness no tragedy.(Use past perfect tense)
- iii. He insisted on leaving the local blind school.(Use simple present tense)
- iv. Keep quiet ,we listen to the music.(Use present continuous tense)

Q4. Attempt any Two

12

- i. Write a report on the replacement of workshop tools.
- ii. Draft an application with resume for the post of Junior Engineer, stating your qualification and experience if any. Write to Works Manager, Copper Engineering, Chinchwad.
- iii. Draft a notice with agenda of Shree Ganesh Electrical Pvt. Ltd. to inform about the meeting of board of directors.

Q5. Attempt any Two

12

- i. Define E-communication with advantages and disadvantages.
- ii. What are types of E-communication? Explain each.
- iii. What is an Email? What are basic principles for E-mail etiquette?