

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Regular End Semester Examination – Summer 2022**

**Course: B. Tech.**

**Branch: FY Group B**

**Semester: II**

**Subject Code & Name: Communication Skills (BTHM204)**

**Max Marks: 60**

**Date: 26/08/2022**

**Duration: 3.45 Hr.**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q.1 Answer Any Two of the following.</b>		
A) Differentiate Verbal and Non-verbal Communication and explain their role at workplace communication.	L4/CO1	6
B) Elucidate the function of communication in an organization.	L3/CO1	6
C) Explain Socio-psychological barrier in detail. Suggest your ways to overcome it.	L2/CO1	6
<b>Q.2 Answer Any Two of the following.</b>		
A) Transcribe the following words into Phonemic script. A) Photography B) Police C) Education D) College E) Garage F) Data	L3/CO2	6
B) Does the study of Phonemic symbols and Articulation help you? Discuss in detail.	L3/CO2	6
C) Explain the mechanism of articulation in detail along with your benefit of it to improve your pronunciation.	L2/CO2	6
<b>Q.3 Answer Any Two of the following.</b>		
A) How will you make your presentation more effective?	L3/CO3	6
B) Explain in detail how you prepare and appear for an interview.	L2/CO3	6
C) What are your methods and strategies to contribute in GD?	L3/CO3	6
<b>Q.4 Answer the following:</b>		
A) Use the correct form of Tense: 1) Look! Rajni (go) .....to the movie yesterday. 2) By the time the doctor (arrive).....at the home, the patient (die)....	L2/CO4	4

- 3) The vehicle (break)..... down and they (have) to walk home.
- 4) Rishik ....music class every Monday. (attend, attends, will attend, will be attending)

**B) Write the correct sentence:**

**L2/CO4**

- 1) I am (a/an).....university student.
- 2) Viraj is (a, an, the)....best student in the class.
- 3) Does she has a car?
- 4) I am having two brothers and one sister.

**4**

**C) Write antonyms for:**

**L1/CO4**

- A) Obfuscate B) Agnostic C) Elixir D) Condonation

**4**

**Q. 5 Answer Any Two of the following.**

**A) Explain the structure of Technical Report in detail.**

**L2/CO5**

**6**

**B) Write a job application for the post of Trainee Engineer to Divisional Manager, CEAT, Bhandup Plant, Mumbai - 400042. Attach your Résumé with your application. (Assume required details)**

**L3/CO5**

**6**

**C) You have received your order of twenty PCs for your office. However, you noticed that two PCs are damaged in transit.**

**Draft a letter of Complaint to the Manager of Sales Dept. HP, Mumbai Branch - 400001 asking for compensation. (Use Modified Block Format)**

**L3/CO5**

**6**

**\*\*\* End \*\*\***