

Total No. of Questions : 5]

[Total N0. of Printed Pages : 4

BE 103

B. E. (First Semester) EXAMINATION, April, 2009

(Common to all Branches)

COMMUNICATION SKILL

(BE — 103)

Time : Three Hours

Maximum Marks : 100

Minimum Pass Marks : 35

Note All questions carry equal marks. 'a' part of each question is compulsory. There is internal choice within each question. Rgpvonline.com

Unit—I

1. (a) Select appropriate grammatical structure for each blank : 6

(i) Communication is often cited as being at the root of practically all the problems :

(1) of the world (2) in the world (3) over the world

(ii) A presentation creates a connection between :

(1) you and our audience (2) you and your audience (3) you and their audience -

(iii) Maps are used to show geographical distribution

(1) by data (2) from data (3) of data

(iv) Reading comprehension is important skill which every educated person has to acquire.

(1) a (2) an (3) the

(v) E-commerce the use of electronic information technology for business transaction.

(1) is (2) are (3) were

(vi) To err is

(1) human being (2) humane (3) human

b) Differentiate between verbal and nonverbal communication. 14

Or

Describe the process of communication.

Unit—II

2 (a) Define the following : (i) Machine (ii) Rectangle (iii) Speed

(b) Write a note on the importance of Listening. 14

Or

Write detailed notes on the following :

(i) Visual aids (ii) Ngtq making

Unit—III

3 (a) Write the different between a quotation and a tender. 6

(b) You have recently seen an advertisement for an Executive Engineer in the ‘Times of India’ posted by an MNC. The company is looking for fresh Electrical Engineers with good academic record. Write an application to apply for the said job. 14

Or

As the Principal of an Ehngineering College, write a letter of enquiry to a supplier, asking for necessary particulars, prices and terms of business for the supply of Computers.

Unit-IV

4 (a) Write brief notes on any two of the following : 6

(i) Acknowledgement (ii) Bibliography (iii) Preface

(b) Write the technical description of a personal computer. 14

Or

Make a precis of the following passage and give it a suitable title : Speech is a great blessing, but it can also be a great curse, for while it helps us to make our intentions and desires known to our fellows, it can also. if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of an unusual word, or an ambiguous word and so on, may create an enemy where we hoped to win a friend. Again, different classes of people use different vocabularies and the ordinary speech of an educated man may strike to an uneducated listener as showing pride, unwittingly we may use a word, which bears a different meaning to our listener from what it does to men of our own class. Thus speech is not a gift to use lightly without thought, but one which emands careful handling, only a fool will express himself alike to all kinds and conditions of men.

Unit—V

5. (a) Match the word with its meaning : 6

- | | |
|-----------------------|--|
| (1) Copyright | (a) A list of technical words used in a report and their explanations. |
| (2) Table of contents | (b) It tells in concentrated form what the report is about. |
| (3) Appendices | (c) A note at the bottom of a page in a book. |
| (4) Glossary | (d) The right in law to be the only producer/seller for a book. |

(5) Abstract (e) Contains material which is needed to support the main » body of the report but can be omitted safely without any loss of understanding of the contents of a report.

(6) Footnote (f) It gives an overall view of the report and helps in locating a particular topic easily.

(b) What is a report of trouble ? Elucidate. 14

Or

What factors contribute in making an oral presentation effective ?