

BE-103

B. E. (First/Second Semester)

EXAMINATION, June, 2010

(Common for all Branches)

COMMUNICATION SKILLS

(BE-103)

Time : Three Hours

Maximum Marks : 100

Minimum Pass Marks : 35

Note : All questions carry equal marks. *One* question from each Unit is compulsory.

Unit-I

1. (a) Transcribe the following words phonetically : 5
(i) fast
(ii) weigh
(iii) go
(iv) resume
(v) boy
(b) List and connect the major elements in the extended communication model. 15

Or

2. (a) What are the skills of communication ? 5
(b) What are visual aids ? How do the visual aids make the oral presentation more effective ? 15

P. T. O.

Unit-II

- (a) Define any *two* of the following : 5
(i) Computer virus
(ii) Network
(iii) Hardware
(iv) Computer mouse
(b) Write a paragraph of about 250 words on any *one* of the following : 15
(i) Women's reservation bill
(ii) Renewable energy
(iii) Reading skills

Or

1. (a) Define any *two* of the following : 5
(i) Temperature
(ii) Mass
(iii) Graph
(iv) Fax machine
(b) Write a paragraph of about 250 words on any *one* of the following : 15
(i) Audition
(ii) Reading comprehension
(iii) Company structure
(iv) Active listening

Unit-III

5. Assume that you are Varun Kapur, the Purchase Manager of Cistec Engineering Company, 3 Tilak Lane, New Delhi, 110001.

Your company sent an order for 15 HP scanners (model : scanjet 4500 C) to Trimac Systems Ltd., Santacruz (E).

Mumbai — 400 098 on January 31st 2010 but you received only 12 scanners. Write a letter to Mehul Mehta, GM (sales) of TSL, making the complaint and asking him to send the remaining three scanners. 20

Or

6. (a) Write the difference between the letter of calling quotations and the notices of tender. 5
- (b) What is curriculum vitae ? Prepare a curriculum vitae. Invent details. 15

Unit—IV

7. (a) Define advertising. Can a product survive without good advertising ? 5
- (b) Write the technical description of any *one* of the following : 15
- (i) Mobile phone
 - (ii) Electric fan
 - (iii) Fountain pen

Or

8. (a) Rewrite the following sentences to make them simple, clear and effective : 5
- (i) Put the pressure on the button so that the machine can be started.
 - (ii) The board of directors worked for the organization of the meeting and a new president was elected.
- (b) As the Secretary of the College Union, prepare a speech welcoming the chief guest on the 'College Day' function. 15

P. T. O.

Unit—V

9. What do you mean by a report ? Explain the front matter of a report with examples. 20

Or

10. Write short notes on any *four* of the following : 5 each
- (a) Debate
 - (b) Telephonic conversation
 - (c) Bibliography
 - (d) Glossary
 - (e) Copyright
 - (f) Appendices