

Time: 1:30 hours

Marks : 40

NB: Q1. is compulsory.

Attempt any Three out of the remaining Five questions

Figures to the right indicate full marks

Answers to the sub questions should be grouped together

Q1 Answer the following questions:

(10)

- A. What is Communication? Discuss the cycle of communication with the help of a diagram and suitable example. (05)
- B. i. Communication is the foundation of a successful business relationship. However, our non-verbal actions speak louder than words. Explain this statement with suitable examples. (04)
- ii. Identify the sender, receiver, message, channel and feedback in the following situations: (01)
The Vice President of an organization instructs the assistant engineer via e-mail to submit his project report within a week. The assistant engineer fails to submit the report.

Q2. Answer the following questions:

(10)

- A. Write a letter to the Infotech Engineering, Andheri, Mumbai requesting for Internship to improve your practical skills after your semester exams ends i.e from June to August. (Use complete block format) (05)
- B. i. Choose the proper subject verb agreement in the following sentences: (02)
- (a) Neither the parents nor their offspring... (is/are) to be blamed for the lack of communication.
- (b) The number of institutes offering engineering course in the country... (has/have) almost suddenly skyrocketed.
- (c) None of your suggestions... (is/are) required here.
- (d) Each and every student... (was/were) informed about the programme.
- ii. Match the following: (02)
- | | |
|-------------------------------|------------------------|
| (a) Flammable material | Caution |
| (b) Claim letters | Technical Descriptions |
| (c) Working of Lathe machine | Warning |
| (d) Fragile. Handle with care | Adjustment purpose |
- iii. Use the following pair of words in different sentence to clarify the meaning: (01)
Career/ Carrier

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Yan Bai



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Table of Contents Communication Skills For First Year Engineering Free

1. Understanding the eBook Communication Skills For First Year Engineering Free
 - The Rise of Digital Reading Communication Skills For First Year Engineering Free
 - Advantages of eBooks Over Traditional Books
2. Identifying Communication Skills For First Year Engineering Free
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Communication Skills For First Year Engineering Free
 - User-Friendly Interface
4. Exploring eBook Recommendations from Communication Skills For First Year Engineering Free
 - Personalized Recommendations
 - Communication Skills For First Year Engineering Free User Reviews and Ratings
 - Communication Skills For First Year Engineering Free and Bestseller Lists

5. Accessing Communication Skills For First Year Engineering Free Free and Paid eBooks
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 - Communication Skills For First Year Engineering Free eBook Subscription Services
 - Communication Skills For First Year Engineering Free Budget-Friendly Options
6. Navigating Communication Skills For First Year Engineering Free eBook Formats
 - ePub, PDF, MOBI, and More
 - Communication Skills For First Year Engineering Free Compatibility with Devices
 - Communication Skills For First Year Engineering Free Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Communication Skills For First Year Engineering Free
 - Highlighting and Note-Taking Communication Skills For First Year Engineering Free
 - Interactive Elements Communication Skills For First Year Engineering Free
8. Staying Engaged with Communication Skills For First Year Engineering Free
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Communication Skills For First Year Engineering Free
9. Balancing eBooks and Physical Books Communication Skills For First Year Engineering Free
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Communication Skills For First Year Engineering Free
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Communication Skills For First Year Engineering Free
 - Setting Reading Goals Communication Skills For First Year Engineering Free
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Communication Skills For First Year Engineering Free
 - Fact-Checking eBook Content of Communication Skills For First Year Engineering Free
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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