

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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**Ying Liu**



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