

## Model Questions

### Subject : COMMUNICATION SKILL (BE-103)

#### UNIT- I

- Q. 1 what do you mean by Communication? Explain with one Definition of Communication.
- Q. 2 what are barriers to communication give suggestion How to overcome from them.
- Q. 3 Write advantage and disadvantage of Oral Communication written communication.
- Q. 4 Describe channel of Communication.
- Q. 5 what are the media of communication. Discuss in detail

#### UNIT- II

- Q. 6 Write the Paragraph on following topics
- Q.7 writes difference between listening and hearing.
  - a) Importance of Communication skills for Engg.
  - b) Positive Attitude
  - c) Social Networking
- Q. 8 Write the Definition of Engineering Term  
Atom, Molecule, Internet, Multimedia, LAN, computer,

#### UNIT- III

- Q. 9 Write a Job application for the post of Assistant professor.
- Q. 11 Draft a letter of Enquiry.
- Q. 12 what do you mean by business Letter discuss the characteristic of Business communication? Give one Example.
- Q.13 Prepare a Letter of ORDER and quotation letter
- Q. 14 What is the characteristics of a Business letter.

#### UNIT- IV

- Q. 15 What do you mean by précis writing.
- Q. 16 What is Advertisement? Explain in detail.
- Q.17 Define Noting and Drafting.
- Q. 18 Write technical description of computer
- Q. 19 Technical description of mini-drafter.

#### UNIT- V

- Q. 20 What is Report Writing
- Q. 21 Write characteristic of Report writing
- Q.22 Write Market potential Report for Electronic Item
- Q. 23 prepare a speech on College day Function.
- Q. 24 Define telephonic etiquette.
- Q. 25 Write slogan on 'save water', save girl child.