

Roll No	
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**Tatyasaheb Kore Institute of Engineering & Technology, Warananagar
(An Autonomous Institute)**

F.Y. B. Tech (Sem-I), In Semester Examination –II, October 2023

Communication Skills

Day and Date: Monday, 30 October 2023

Marks: 40

Time : 9:15 am to 10:45 am

Instructions: i) Use of non programmable calculator is allowed.

ii) Figures to the right indicate full marks.

Q.1 Attempt any four from the following questions.	Unit No	CO	
(a) Explain the Role of a Chairman and a member, prior and during the Corporate Meeting	3	2	6
(b) Construct ONE sentence in all tense forms (12) using the following verb/s: CHOOSE or GO (total 12 sentences)	3	1	6
(c) You wish to buy books for your college library. As a librarian write a letter of Enquiry to The Granth Publications Pvt. Ltd., Mumbai-12 for the books of engineering students. Imagine necessary details.	3	3	6
(d) Discuss the types of communication on the basis of Level of Communication.	3	1	6
(e) You have purchased 30 PCs. Some of them are defective and damaged. Draft a letter of complaint to the Om Computer Store asking for the replacement of faulty PCs. Invent necessary details.	4	3	6
Q.2 Attempt any two from the following questions.			
(a) What do you mean by non-verbal communication? Explain its types.	4	1	8
(b) Draft a speech on any subject of your choice in 300 words.	4	3	8
(c) What are the barriers of communication and state some ways to overcome them?	4	2	8