

SVKM INSTITUTE OF TECHNOLOGY, DHULE

Mid Semester Examination – September 2019

Course: B. Tech in Civil/Mech

Sem: I

Subject Name: Communication Skills

Subject Code: BTHM204

Max Marks: 20M

Date:- 07.10.2019

Duration:- 1 Hr.

Instructions to the Students:

1. All questions are compulsory

(Level/CO) Marks

Q.1 Attempt the following Questions

Remember 6

Fill in the blanks with the help of following words

(oral, decoding, semantic, non-verbal, receiver, exchange)

1. The obstructions that come in the process of encoding and decoding the message are known as _____ barriers.
2. _____ communication includes tone of voice, body language, facial expression, etc.
3. Interview is a form of _____ communication.
4. The information which is transferred to the receiver has to be interpreted this process is called ____.
5. Communication is an ____ of ideas.
6. Message is any signal that triggers the response of a ____.

Q.2 Solve Any Two of the following.

3 X 2

- (A) Explain communication process with the different elements involved in it.
- (B) What do you understand by “Body Language”?
- (C) What are the Interview Skills? Explain the Interview process.

Q.3 Solve Any One of the following.

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- (A) Define Presentation Skills. What is the importance of Presentation Skills?
- (B) What is Group Discussion? Classify the role in GD.

***** End *****



