

P32/CMP230/EE/20170601

Time : 3 Hours

Marks : 80

Instructions :

1. All Questions are Compulsory.
 2. Each Sub-question carry 5 marks.
 3. Each Sub-question should be answered between 75 to 100 words. Write every questions answer on separate page.
 4. Question paper of 80 Marks, it will be converted in to your programme structure marks.
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1. Solve any **four** sub-questions.
 - a) Explain the terms : vocalic and paralanguage. 5
 - b) Explain physical barrier to listening; give two examples. 5
 - c) Give two examples of body language in the process of communication. 5
 - d) Compare oral and written communication? 5
 - e) What are the different elements of communication. Elaborate. 5

2. Solve any **four** sub-questions.
 - a) Giving necessary details, write a letter of application to Bajaj Industries for the post of Mechanical Engineer. 5
 - b) Define body language as major aspect of non-verbal communication. 5
 - c) What are the basic types of communication that exist in any organization? 5
 - d) Why feedback is necessary in communication? 5
 - e) Write disadvantages of written communication. 5

3. Solve any **four** sub-questions.
- a) Narrate any two mechanical barriers and state how to overcome it. 5
 - b) What is interview? Explain with the example. 5
 - c) What are the personal strength and weakness in an oral interaction. 5
 - d) Write an application for a duty leave. 5
 - e) What are the advantages and disadvantages of professional communication? 5
4. Solve any **four** sub-questions.
- a) What is business presentation? How can it be prepared. 5
 - b) Write a letter of application along with your resume to Cybase, Pune for the post of Software Engineer? 5
 - c) Write two situations in which two way communication occurs? 5
 - d) Explain the term communication, gesture and postures. 5
 - e) How does sender's personal appearance impact upon his/her communication? 5

