

## Question Bank (G scheme)

**Name of subject: COMMUNICATION SKILLS**  
**Subject code: 17201**  
**Semester: II**

**Unit Test : II**  
**Course : CM/IF**

### **Questions of 8 marks :- (1 question)**

**MARKS-8**

1. Write a letter of application to Cognizant. Pune-16, for the post of Junior engineer . Attach your Resume.
2. The Richardson Crudas Company wants fresh diploma holders in Mechanical engineering. Draft a job application with your Resume to the General Manager of Richardson Crudas Company, Byculla Mumbai.
3. Write a letter of application to Modern Automobile Factory, Pune-16 for the post of Junior Engineer along with your Resume.
4. Write a letter of application to the Personnel Manager Bharat Forge Pune-1 for the post of Chemical engineer.

### **Questions of 6 marks:- (1 question)**

**MARKS-6**

5. As the workshop in charge draft a report to the Principal of your institute about the accident that took place in the workshop yesterday while conducting practicals.
6. Five water coolers that you purchased for the boys hostel are not working properly. As the Maintenance Engineer draft an investigation report to the Hostel in charge.
7. Write a report to the HR ( Human Resource) Manager about the fall in production of the cosmetics Goods in your factory. Suggest suitable measures to improve the production level.
8. The production target for the first six months in the automobile industry has declined by 25% as compared to last year. As the Production manager draft a report to the General manager stating the reasons for the fall in production. Suggest solutions.

### **Questions of 5 marks :- (1 question)**

**MARKS -5**

9. Place an order with M/S Crompton Greaves Private Ltd. Mumbai for the spare parts of machinery you require.
10. You want to buy some electrical equipment for your workshop. Write a letter of enquiry to the sales manager Bharat Heavy Electricals India Ltd.
11. You have complaints about the quality of the food and service in the college canteen. Draft a complaint letter to the management requesting better facilities.

### **Technical Description of 4 mark:- ( 1 only.) 45-50 words.**

**MARKS-4**

Pen-drive , Solar water heater, Audio music system, laptop.

### **Question of 2 marks:- (1 question)**

**MARKS-2**

12. What is the difference between hearing and listening ?

13. What are the important types of listening?

14. Mention the barriers to listening.