

## Question Bank (G scheme)

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

**Unit Test : I**  
**Course : CM/IF/CH/ME**

### **Q1. Attempt anyTHREE of the following:**

**09marks**

- a) Draw the communication cycle and state the important elements.
- b) Write an example of a communication event and identify the sender, receiver,message,feedback and channel in it.
- c) State the importance of communication skills in the engineering industry.
- d) List the types ofcommunication with examples.
- e) Define communication with an example.
- f) Write four disadvantages of Oral communication.
- g) Describe vertical communication with two examples.
- h) Write the different aspects of Body language.
- i) What are Physical barriers and Mechanical barriers to communication.Give examples.
- j) How does language act as a barrier to communication?

### **Q2. Attempt any FOUR of the following:**

**08Marks.**

- a) Explain any Two principles of effective communication.
- b) Write an example of a communication event and identify the components of communication in it.
- c) Define Verbal and non – verbal communication and state its sub types.
- d) Define communication.
- e) Explain the term Encoding and Decoding.
- f) What is Oral Communication? Give suitable examples.
- g) Explain Horizontal communication with examples.
- h) What is Vertical communication? Give one example.
- i) What are Mechanical Barriersto communication.Give examples.
- j) What are the Physical Barriers to communication?Q3. Attempt the following:

### **Q3. Attempt the following:**

**08Marks.**

- a) Identify the sender,receiver,message,channel,and feedback in the following situations.
  - i. Anil sends an application letter to a company for a job and receives an interview call.
  - ii. The telephone rings and the receptionist attends it.
  - iii. Mihir clicks on a certain icon on the desktop of your computer and it displays its contents.
  - iv. A musician plays an instrumental music on the sitar.The audience listens to it and applauds in appreciation.
  - v. The Teacher asks a question to the boys.One of them replies.
  - vi. The referee shows the red card. A player leaves the field.

b) Classify the following example into verbal and non-verbal communication . Make twocolumns.

telephone talk, graphs, movement of the head, letter writing, folding arms, drawing , handshake, issuing a notice,