

Roll No.....

## BE-103 (GS)

**B.E. I & II Semester** Examination, June 2020

**Grading System (GS)**

**Communication Skills**

*Time : Three Hours*

*Maximum Marks : 70*

- Note:** i) Attempt any five questions.  
ii) All questions carry equal marks.

1. Describe the process of communication, indicating clearly the role of each constituent element.
2. What are the objectives of communications?
3. On which things should one focus while having telephonic conversation during a telephonic interview for a job.
4. Discuss the importance of Presentation in Communication.
5. What is order letter? Write a sample of order letter.
6. Describe your routine life. (in present tense).

OR

Write a letter to your father describing about your college life.

7. Write an application to your teacher to grant you a leave for one-day.

OR

As the Head of the department of computer science of an Engineering institution. Write a letter of enquiry to the supplier in Delhi, asking him for the necessary particulars and prices of business for the supply of computer systems

8. Design a cultural activity in your college. Write its pros and cons?

OR

Discuss the various elements of a formal report.

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