

**R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT**  
(An Autonomous Institute U/s UGC Act 1956)

**IMSc-IT SEMESTER-II, SEMESTER END EXAMINATION – WINTER 2025**

**SUBJECT CODE: 1BS201**

**DATE: 06-01-2026**

**SUBJECT NAME: COMMUNICATION SKILLS -2**

**TIME: 11:00 AM to 01:30 PM**

**TOTAL MARKS: 70**

**Instructions**

1. It is **compulsory** for students to write **Enrolment No. /Seat No.** on the question paper.
2. Write answers of **Section A** and **Section B** in **separate answer books**.
3. Attempt all questions from both **Section A** and **Section B**.
4. Each section carries **35 marks**, with a total of **70 marks** for the examination.
5. The figures to the right of each question indicate full marks, make suitable assumptions with justification.
6. BL - Bloom's Taxonomy Levels (R-Remember, U-Understanding, A –Application, N –Analyze, E – Evaluate, C -Create), CO - Course Outcomes.

**SECTION A**

	Marks	BL	CO
<b>Q.1 Multiple-Choice Questions</b>	<b>[05]</b>		
(a) Listening is different from hearing because listening is a _____ process.	<b>1</b>	<b>R</b>	<b>1</b>
(i) passive			
(ii) accidental			
(iii) active			
(iv) natural			
(b) Which of the following is a type of listening?	<b>1</b>	<b>R</b>	<b>1</b>
(i) Selective listening			
(ii) Random reading			
(iii) Silent writing			
(iv) Fast speaking			
(c) Skimming is mainly used to _____.	<b>1</b>	<b>R</b>	<b>2</b>
(i) read every word			
(ii) understand grammar			
(iii) get the main idea			
(iv) memorize content			
(d) Which of the following is an element of Group Discussion?	<b>1</b>	<b>R</b>	<b>3</b>
(i) Clear communication			
(ii) Loud speaking			
(iii) Interrupting others			
(iv) Writing skills			

- (e) Which of the following is an example of non-verbal communication? **1 R 3**
- (i) Speaking (ii) Writing
- (iii) Body language (iv) Reading

- Q.2 Attempt Any Two [10]**
- (a) Define listening. Write any four advantages of effective listening. **5 U 1**
- (b) What is reading? Explain any four types of reading. **5 U 2**
- (c) Define Group Discussion. Write any four elements of Group Discussion. **5 U 3**
- Q.3 Attempt Any Two [10]**
- (a) Explain the process of listening with suitable points. **5 U 1**
- (b) Write any five basic steps for effective reading. **5 U 2**
- (c) Explain the role of body language in Group Discussion. **5 A 3**
- Q.4 Attempt Any Two [10]**
- (a) Write any five advantages of effective listening in professional life. **5 U 1**
- (b) Explain how efficient reading skills help students in academics. **5 A 2**
- (c) Write any five do's and don'ts of Group Discussion. **5 A 3**

## SECTION B

	Marks	BL	CO
<b>Q.5 Multiple-Choice Questions</b>	<b>[05]</b>		
(a) Including_____ in a C.V. provides additional information about the candidate’s interest and skills.	<b>1</b>	<b>A</b>	<b>4</b>
(i) hobbies			
(ii) address			
(iii) Email id			
(iv) Date of birth			
(b) Subject line in an Email should be _____.	<b>1</b>	<b>A</b>	<b>4</b>
(i) Long and descriptive			
(ii) Clear and concise			
(iii) Poetic			
(iv) Blank without a word			
(c) In Email writing, recipient who are not primary receiver should be sent email as ____.	<b>1</b>	<b>A</b>	<b>4</b>
(i) BCC			
(ii) PCC			
(iii) AC			
(iv) CC			
(d) Which of the following is the correct form of Email address?	<b>1</b>	<b>A</b>	<b>4</b>
(i) ya@hooeditormichal//com			
(ii) yahoo.com@editormichel			
(iii) editormichel@yahoo.com			
(iv) editormichel.com@yahoo			
(e) A Notice is a formal means of communication with a purpose to ____.	<b>1</b>	<b>A</b>	<b>4</b>
(i) hide information			
(ii) create barriers to communication			
(iii) create chaos of information			
(iv) display/announce information			
<b>Q.6 Attempt Any Two</b>	<b>[10]</b>		
(a) Being Secretary (General) Student Activity Council, write a notice informing students about TechFest2025 that your college is going to organize.	<b>5</b>	<b>A</b>	<b>4</b>
(b) Prepare a C.V. of a candidate having B.Tech. degree in Mechatronics with outstanding extracurricular activities especially in sports.	<b>5</b>	<b>A</b>	<b>4</b>
(c) Being class representative in Academic Council (students) draft an email inviting Pro. Rao from NIT Warangal to deliver an expert lecture on “Recent Trends in Cloud Competing” for M.Sc. IT students.	<b>5</b>	<b>A</b>	<b>4</b>
<b>Q.7 Attempt Any Two</b>	<b>[10]</b>		
(a) Classify various Leadership Style/Types of leadership	<b>5</b>	<b>U</b>	<b>5</b>
(b) Discuss various types Intra Personal Communication.	<b>5</b>	<b>U</b>	<b>5</b>
(c) Who can be a ‘Good leader?’ Describe various features of a ‘Good Leadership.’	<b>5</b>	<b>U</b>	<b>5</b>

<b>Q.8</b>	<b>Attempt Any Two</b>		<b>[10]</b>		
(a)	Problem solving requires specific process. Identify various steps of Problem Solving.	5	N	5	
(b)	Identify the ways to improve Decision making Skill.	5	N	5	
(c)	Critical Thinking is the demand of modern time. Discuss the ways in which one can develop Critical Thinking.	5	N	5	

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