

Total No. of Printed Pages:02

SUBJECT CODE NO: -DD-4611**FACULTY OF SCIENCE AND TECHNOLOGY****B.Sc_(BCS/IT/BCA_Sci/Bio_Tech/Home_Sci/Non_Conv_Con_Energy/Data_Sci.)****(CBCGS)(P-2022) S.Y. Sem III****Examination November / December 2025****Communication Skill in English-III CS-351-T Paper-III****[Time: 1.30 Hours]****[Max. Marks: 40]**

Please check whether you have got the right question paper.

N. B

- 1) Attempt all questions.
- 2) Draw diagram whenever necessary.

Q1 Why it is so important to have good communication skills in IT Industry? **10**

OR**Write a short note on**

- a. The Importance of communication in Project Management
- b. The techniques for writing effective Business Reports and Proposals.

Q2 How communication in Project Management is affected? **10**

OR**Write a short note on**

- a. The Importance of AI tools for technical Writing
- b. Technical Jargon in IT Industry.

Q3 Write short notes on (Any Two) **10**

- a. Proper ways to resolve the Projects conflicts and Issues
- b. Effective methods to handle project meetings and conference.
- c. Different strategies for giving effective technical presentation.
- d. Good practices for Reporting Project status and Progress

Q4 Multiple choices Questions **10**

1. Types of words used for verbal communication?
 - a. Acronyms
 - b. Simple
 - c. Technical
 - d. Jargons
2. Which of the following is quick and clear method of communication?
 - a. E-mail
 - b. Notices
 - c. Face-to-face communication
 - d. Business meetings
3. What are the different types of feedback?
 - a. Positive feedback
 - b. Negative feedback
 - c. No feedback
 - d. All of the above

4. Emails, letters, notes, articles, SMSs/ Chats, blogs, etc. are all examples of ____ skills
 - a. Verbal Communication
 - b. Non-verbal Communication
 - c. Visual Communication
 - d. None of the above
5. Among the following, which one is an example of oral communication?
 - a. Newspapers
 - b. E-mail
 - c. Letters
 - d. Phone call
6. In a technical report which of these must be avoided.
 - a. Facts
 - b. Logical conclusion
 - c. Objective Evaluation
 - d. Subjective Evaluation
7. Which of the following is not included in business communication ____ ?
 - a. Reciting poetry
 - b. Formal meetings
 - c. Advertisement
 - d. Conference
8. Digital communication is ____ to environmental changes?
 - a. Less Sensitive
 - b. More Sensitive
 - c. Does not depend
 - d. None of the above
9. Most of the project manager's external communication comprises ____ ?
 - a. Written documents
 - b. Oral communication
 - c. Tactile Contact
 - d. Informal Contact
10. Which system uses digital transmission?
 - a. ISDN
 - b. LANS
 - c. ISDN & LANS
 - d. None of the above

