Program: F.Y.B.Sc IT **Semester:** I **Program Code:** UGIT01

Course: Communication Skills in English I **Course Code:** NUEN101

Duration: 1 Hour **Examination Pattern:** NEP-Autonomous - External. **Max. Marks:** 30

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat diagrams wherever necessary.
4. CO (Course Outcome), KL (Knowledge Level).

Examination:

REGULAR

Q. 1		**Attempt any one from the following:**	[15]	CO's	KL's
	(a)	Read the passage carefully. It contains 122 words. Write a précis in approximately 40 words. The précis should retain the main idea of the passage and should be written in your own words. **The Habit of Reading** Reading is one of the simplest habits that can improve a person's life. It increases knowledge, strengthens vocabulary, and helps people express their ideas more clearly. Reading also develops imagination because it allows the mind to create pictures of places, people, and events described in a book. Students who read regularly often find it easier to understand new subjects and write better answers in examinations. Reading is not limited to textbooks. Newspapers, magazines, biographies, stories, and reliable online articles can also be useful. Even reading for fifteen or twenty minutes every day can make a difference over time. In a world full of short videos and constant distractions, developing the habit of reading requires discipline, but the benefits are long-lasting and valuable.	15	CO1	L4
		OR			
	(b)	Explain any 5 types of non-verbal communication & how can it help during an interview or presentation?	15	CO3	L1
Q. 2		**Attempt either (a) and (b) or (c) and (d) from the following:**	**[15]**	**CO's**	**KL's**
	(a)	What is meant by an effective speech? Explain any 4 characteristics of an effective speech.	[08]	CO3	L1
	(b)	Write a LETTER to your college requesting them to consider your late application for admission in the newly introduced course	[07]	CO4	L3
		OR			
	(c)	Explain the importance of clarity, correctness and conciseness in effective writing.	[08]	CO3	L1
	(d)	Write AN E-MAIL to Mumbai Traffic Police complaining about traffic signals not working in your area due to which the street is always jammed. Suggest what necessary action can be taken.	[07]	CO4	L3

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