

GYANMANJARI INNOVATIVE UNIVERSITY

Gyanmanjari Institute of Technology

Diploma.- End Semester Examination (ESE)-Summer -2026

Enrollment No.: \_\_\_\_\_

Date: 08/06/2026

Subject Code: DETXX10107

Semester: 2

Subject Name: Communication Skills

Total Marks: 60

Time: 10:30AM To 12:30PM

Instructions:

1. Question No. 1 is Compulsory.
2. Make Suitable Assumptions wherever necessary.
3. Figures to the right indicate full marks.

	Marks
Q.1 (a) Short Note on: - Sender's Address.	05
(b) Short Note on: - Recipient's address.	05
(c) Define Types of Communication.	10
Q.2 (a) Short Note on: - Greeting / Salutation.	05
(b) Short Note on: - Body Language.	05
(c) Explain the concept of Communication.	10
OR	
(a) Short Note on: - Listening.	05
(b) Short Note on: - Mentoring and Coaching.	05
(c) Elaborate Group Discussion.	10
Q.3 (a) How to write a memo?	05
(b) State Advantages and Limitations of Emails.	05
(c) Define relationship between lifelong learning and professional development.	10
OR	
(a) Short Note on: - Body of Letter.	05
(b) Short Note on: - Determine the medium.	05
(c) State Developing a personal communication plan. OR Developing a personal communication strategy.	10