



AJEENKYA

D Y PATIL UNIVERSITY

End Term Examinations (December 2018)

School: School of Information Technology

Program: B.Tech

Course: Introduction to communication Skills (Intermediate)

Course Code: GEX153

Semester: III

Max Marks: 30

Duration (mins): 60

Q1) Solve any two questions

10 Marks

- Draw the process of communication. Explain each component in brief.
- Mention any five types of non – verbal communication in brief.
- Give formal Letter format.
- Write down the components of Email.

Q5) Solve any two questions

20 Marks

- Draft a cover letter for the advertisement given below.

Dirgha Technologies is hiring now for the position of

Software Developer Intern – Python

Education : B.Tech/BCA

Skills Set : Strong basics of programming language, Java, Python, Self motivated, Good Communication, . Good Team player

Key Roles & Responsibilities :

- To protects operations by keeping information confidential.
- To provides information by collecting, analyzing, and summarizing development and service issues.
- To accomplishes engineering and organization mission by completing related results as needed.
- To develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Contact : HR manager ,First Floor, Godrej Millenium Condominium, Kharadi, Pune, Maharashtra - 020-622536.

- Draw a resume structure. Ensure to include the right sequence of each component.
- Mention the two types of reports. Explain each in brief and give example of each.