

Late Shri. Vishnu Waman Thakur Charitable Trust's  
**VIVA Institute of Technology**  
 At. Shirgaon, Veer Sawarkar Road, Virar (E), Taluka-Vasai, Thane District-401303

## Department of Communication Skills

### Assignments for ALL Divisions

#### Assignment No. 1 Grammar Practice

Q.1 Make sentences of your own using the following pair of words to bring out the difference in their meanings:

- Accept            Except
- Emigrant        Immigrant
- Stationary       Stationery
- Loose            Lose
- Deny             Refuse

Q.2 Give one word substitution for the following:

1. One who feels sympathetic towards human beings.
2. A word or law no longer in use.
3. A precious case which might serve as an example.
4. A decision or opinion in which all agree.
5. A doctor dealing with heart related diseases.

Q.3 Do as directed:

1. She was unable to cope\_\_\_\_\_the tensions of the job and resigned.  
(Use suitable preposition)
2. We must achieve our targets regardless\_\_\_\_\_the expenses we incur.  
(Use suitable preposition)
3. Neither the teacher nor the students\_\_\_\_\_(is/are) interested.
4. The director and manager\_\_\_\_\_(is/are) coming.
5. \_\_\_\_\_box of chocolates were on the table along with\_\_\_\_\_note.  
(Use suitable article)

Q.4 Give antonyms of:

1. Arrogant    2. Normal    3. Solvent    4. Accept

**Assignment No. 2**  
**Communication Theory: Application exercises**

Q.1 Define the following:

- Communication
- Encoding
- Decoding
- Feedback

Q.2 Distinguish between oral and written communication.

Q.3 Write the strategies for developing reading, writing, listening and speaking skills.

Q.4 Write the brief notes on:

- Communication through silence
- Communication through facial expressions, gestures and postures

Q.5 When and why do we use voice modulation and pitch variation during communication.

Q.6 Explain in brief:

- Horizontal communication
- Upward and Downward communication
- Grapevine communication

**Assignment No. 3**  
**Barriers to Communication**

Q.1 Explain how psychology and environment act as a barrier to communication and how can one overcome them?

Q.2 Write short notes on:

- Halo and Horns effect
- Connotative and denotative meanings
- Unjust assumption
- Use of jargon

**Assignment No. 4**  
**Principles of Business Correspondence**

- Q.1 Explaining 7 C's of effective business letters.
- Q.2 What is the importance of 'you' attitude in a business letter.

**Assignment No. 5**  
**Formats of Business Letters**

- Q.1 Write down formats of business letters and prepare blank formats.

**Assignment No. 6**  
**Types of Letters**

- Q.1 Write a letter on behalf of Rajendra agencies to Tip Top furnitures, Patna, asking for quotations of their steel furnitures for offices and homes. Enquire also about the concession given and about the mode of payment. Write the letter in full block format.
- Q.2 Write an order letter to Tip Top furnitures placing an order for the steel furnitures for your office as you are satisfied with the terms and conditions. Write the letter in modified format.
- Q.3 Draft a complaint letter to Tip Top furnitures stating that the goods are damaged that have been delevered to you. As an irate customer firmly ask for a replacement on an urgent account. Write the letter in semi-block format.

**Assignment No. 7**  
**Technical Writing**

- Q.1 Define and mention the component parts, instructions, process of the following:

- Calculator
- Drilling machine
- Microwave
- Cell phone
- Computer