

Fayoum University	  Presentation & Communication Skills	1 st Year Mechanical Engineering
Faculty of Engineering		Final Exam – Jan., 2016
Mechanical Engineering Dept.		Time: 2 hour

Answer all the following questions:

Question (1)

- Define the communication models and explain its elements.
- Discuss with examples the different communication rules.

Question (2)

- “Understanding of body language can lead to success in both personal and professional relationships” Justify the statement and explain the various methods of body language reading with examples.
- What are the types of territory and its effect on understanding of body language?
- Explain the positive and negative body language that must be considered in communication with others.

Question (3)

- What is the different between listening and hearing with examples?
- Explain stages of effective listening.
- Discuss with examples steps of verbal presentation planning.

Question (4)

- What are the steps of efficient responding to questions?
- What are the common scenarios that may occur when someone asked a question?
- Explain presentation evaluation methods and what are the advantages and disadvantages of each of them?

Best wishes

Dr. Emad M. Saad