

Total No. of Pages : 02

Total No. of Questions : 09

B.Sc. (Multimedia) (Sem.-2)

COMMUNICATION SKILL

Subject Code : AMT/201

M.Code : 14009

Date of Examination : 08-05-2024

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1. Answer briefly :

- List important components of communication.
- What are salient features of effective communication?
- Write a note on listening skills.
- What are the features of a good resume?
- Define an effective business message.
- What are salient features of a report?
- Differentiate between a long and a short report.
- "Punctuation is important". Explain with an example.
- Briefly explain the role of style in communication.
- Discuss essential steps in reading skills.

SECTION-B

2. Discuss different types of reports
3. Elaborate strategies for improving oral presentation.
4. How to prepare for interviews? Discuss
5. How do we plan and write documents?
6. Give in detail the importance of communication in professional life.

SECTION-C

7. Discuss various barriers to communication.
8. Write a business letter asking a firm to give rates of certain computer items required by your company. Imagine details.
9. Draft an application along with resume for the post of a manager in an organization. Invent relevant details.

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SECTION-A

1. Write briefly:

- a. Comment on the importance of feedback in communication.
- b. What is diagonal communication?
- c. How do rumours affect communication?
- d. What is non-verbal communication?
- e. What do you mean by Business Communication?
- f. What is document?
- g. Punctuate the sentence: juhi who is a beautiful girl spoke rude to the beggar.
- h. Punctuate the sentence: keep quiet said Kenny
- i. Punctuate the sentence: rina exclaimed with sorrow i couldn't make it.
- j. Punctuate the sentence: may i seek your help.

SECTION-B

2. Draft a report on an accident that occurred on highway due to over speeding.
3. Draft an application for the post of Lab Operator.
4. What are the essentials of good speaking skills?
5. What role coherence plays in the effectiveness of communication?
6. How can one become a good reader?

SECTION-C

7. What do you mean by Barriers to Communication? Discuss the strategies to remove barriers to communication.
8. Draft a survey report on the medical facilities available in your area.
9. Enumerate and explain the strategies to improve oral presentations.

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COMMUNICATION SKILL

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SECTION - A

1. Write briefly:

- Importance of feedback in communication.
- Qualities of effective communication.
- Role of courtesy in communication.
- Good writing skills versus bad writing.
- Qualities of a good speaker.
- Importance of correct documentation.
- Types of business letters.
- Business reports
- Significance of good public speaking skills.
- Preparing effective business messages.

SECTION - B

2. How can communication at work place be most effective? Discuss.
3. Describe the components and process of communication.
4. How do efficient speaking skills and listening skills contribute towards success in profession and career?
5. Write a report on a conference organized by your department in your institution.
6. Discuss the process of job interviews. Also explain the do's and don'ts to be followed by candidates while appearing for interviews.

SECTION - C

7. Draft your resume and cover letter to resume.
8. Discuss in detail the strategies for improving oral presentation.
9. Describe the importance of 7 C's of effective communication in oral and written communication.

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B.Sc. (AMT/Multimedia) (Sem.-2)

COMMUNICATION SKILLS

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Date of Examination : 17-11-2023

Time : 3 Hrs.

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SECTION-A

1. Answer briefly :

- a) What is Coding Decoding?
- b) What is Social barrier to communication?
- c) What is effective listening?
- d) What is report?
- e) What role does eye contact play in communication?
- f) What is Close Reading?
- g) Punctuate the sentence: jim showed della the gift that he bought for her after selling his bike.
- h) Punctuate the sentence: della gasped oh jim i cannot use it
- i) Punctuate the sentence: shelly exclaimed with joy wow
- j) Punctuate the sentence: hurray we won

SECTION-B

2. What is formal and Informal Communication?
3. Draft a report on the Diwali Fete organised in your area.
4. How can you remove barriers for effective communication?
5. Draft a cover letter to resume, if you have to apply for the post of lab operator.
6. What is documentation? Why documentation is important?

SECTION-C

7. What is Communication? Elaborate on the 7Cs of Communication.
8. Explain in detail the process of preparing effective business messages.
9. Explain in detail the importance and benefits of communication.

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