

US-222006FA

B.A./B.Com. Semester-VI

Examination JUNE- 2022

Compulsory/Optional

Name/Title of Paper – Communicative Skills

Time : 02.30 Hours]

[Maximum Marks : 60

[Minimum Pass Marks : 21

नोट : प्रश्न-पत्र के तीन खण्ड हैं अ, ब एवं स। प्रत्येक को निर्देशानुसार हल कीजिए। सभी प्रश्नों के अंक निर्दिष्ट हैं।

Note There are 3 section in the question paper A, B & C. Solve all questions according to the instruction given in each section. Marks of each question is mentioned.

SECTION-A

Q.1 There are 10 questions in this section. Attempt any five question (2X5=10)

1. What is communication? Define.
2. What is Nonverbal communication?
3. How important is the listening in communication?
4. What do you mean by Agenda?
5. What is notice and its types?
6. What is the good way to start a presentation?
7. What is the purpose of meeting Minutes?
8. What is the deference between formal and formal meetings?
9. What are the effective ways to develop vocabulary?
10. How do you answer your qualities in an interview?

SECTION-B

Q.2 Attempt any five questions. (7^{1/2}X4=30)

1. Why is the body language important in non verbal communication?
2. What are the barriers to effective communication?
3. How to design an agenda for an effective meeting?
4. What are the important types to be followed while writing a Notice?
5. What are the essential presentation skills to develop?
6. What Makes speech interesting and effective?
7. What Makes good meeting minutes?
8. What is brain drain? Why does it occur?

SECTION-C

Q.3 There are 04 questions in this section, attempt any two question: (10X2=20)

1. Discuss the various aspects in the communication cycle.
2. You have been asked to advise a seminar on "Indian education in the contest of modern world : Challenges & solutions". Draft an appropriate speech for the occasion.
3. Communication is a skill thereby you can learn explain.
4. What are the Do's and Don'ts of using visual Aids in presentation?