

Roll No.-----

Paper Code: US-222006FS

B.Sc./ B.C.A. Semester-VI Examination, June-2022

Subject-Communication Skills

Time: 2.30 Hours

Maximum Marks: 60

Minimum Marks: 21

Note: There are 3 sections in the question paper-A, B and C. Attempt all questions according to instruction given in each section. Marks are indicated against each question.

SECTION-A

Attempt the following multiple choice questions:

10x2=20

1. Communication is a non-stop-----
(A) Paper (B) Process (C) Programme (D) Plan
2. Communication is a part of-----skills?
(A) Soft (B) Hard (C) Rough (D) Short
3. Our dress code is an example of-----communication.
(A) Verbal (B) Non-verbal (C) Written (D) Spoken
4. Which of these are good non-verbal communications during meeting?
(A) Being attentive (B) Holding head in your hand (C) Hand movement (D) Too serious
5. What is the most important part of making a successful 'Presentation'?
(A) Organization (B) Preparation (C) Software (D) Time
6. Which of these points need not be mentioned in a 'Notice'?
(A) Name (B) Address of company (C) Age (D) Date
7. Document that has a list of items to be discussed or acted upon a meeting-----
(A) Agenda (B) Minutes (C) Notice (D) Spreadsheet
8. Which of these is not a type of 'Interview'?
(A) Screening interview (B) Stress interview (C) Music interview (D) Lunch interview
9. In which of these interviews, insults are common?
(A) Screening interview (B) Stress interview
(B) Behavioural interview (D) Group interview
10. The best synonym for the word '**placid**' is:
(A) agitated (B) flustered (C) calm (D) uptight

SECTION-B

Attempt any four of the following questions:

4x5=20

1. Write a brief note on different types of communication.
2. What is the importance of body language in communication?
3. What are the factors to be taken into consideration while planning a presentation?
4. Discuss some of the factors that can make a speech interesting.
5. Give some tips of notice writing.
6. Write a brief note on the importance of 'agenda'.
7. What is difference between 'agenda' and 'minutes'?
8. What is the best way to make a good impression during an interview?

SECTION-C

Attempt any two of the following questions:

2x10=20

1. Outline the main barriers to effective communication.
 2. What do you mean by a good presentation? What are the ways to improve presentation skills?
 3. State and explain the different types of General Meetings of Company.
 4. How an enriched vocabulary is essential for effective communication? Discuss.
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