

Note :- All Questions are compulsory.

**Q. 1 A) Fill in the blanks with appropriate choice (any 8)**

15

- i) Effective communication is essentially a \_\_\_\_\_.
  - a) one way process
  - b) Two way process.
  - c) Three way process
  - d) Both one way & two way process.
- ii) Oral communication is the interchange of \_\_\_\_\_ between the sender and receiver.
  - a) sign and gestures
  - b) cues & clues.
  - c) Verbal message
  - d) written message
- iii) Giving non verbal message is \_\_\_\_\_.
  - a) tutored
  - b) deliberate
  - c) a dramatic skill
  - d) spontaneous.
- iv) In presentation design, maximum time is given to the \_\_\_\_\_.
  - a) Introduction
  - b) conclusion
  - c) Main body
  - d) Question answer session
- v) Public speaking is to \_\_\_\_\_ the audience.
  - a) Entertain
  - b) Motivate
  - c) Educate
  - d) Influence
- vi) There are \_\_\_\_\_ main approaches to value education.
  - a) One
  - b) Two
  - c) Three
  - d) Four
- vii) Fundamental Law was guaranteed by \_\_\_\_\_.
  - a) Minister
  - b) Government
  - c) President
  - d) Indian constitution
- viii) Dowry Prohibition Act was passed in \_\_\_\_\_ year.
  - a) 1981
  - b) 1961
  - c) 1951
  - d) 1941
- ix) \_\_\_\_\_ is the ability of an individual to do a job properly.
  - a) Competence
  - b) Transparency
  - c) Willingness
  - d) Development
- x) Listening is a \_\_\_\_\_.
  - a) reflex
  - b) complex process that involves step
  - c) natural habit
  - d) physiological process that occur without effort.

**B) State true or false (any 7)**

- i) Leaders are born not made.
- ii) Cognitive is not professional competence.
- iii) Human rights are revocable.
- iv) Democracy is a economic system.
- v) Ethics are accounting standards.

7

(P.T.O.)

- vi) Eye contact is a form of non-verbal communication.  
vii) Grapevine is formal way of communication.  
viii) Leadership is a inter-personal and group process.  
ix) The meaning of the word communicate is to share.  
x) Telex is short form of tele- printer exchange.
- Q.2** A) Describe the components of a professional organization. 8  
B) State the importance of public speaking. 7
- OR**
- C) Explain different types of communication. 8  
D) State the common problem of presentation. 7
- Q.3** A) Explain the types of Interview. 8  
B) How to be a good and effective speaker. 7
- OR**
- C) Explain the negative influence of peer group. 8  
D) What are the causes of Gender discrimination. 7
- Q.4** A) Distinguish between socialism & democracy. 8  
B) Discuss the need for value education. 7
- OR**
- C) Who is role model ? What are the Five Qualities of role model. 8  
D) State the advantages of interview. 7
- Q.5** Write short notes on any 3 15
- a) Self confidence  
b) Fundamental Rights  
c) Team Spirit  
d) Written communication  
e) Social Integration

— The End —