

4)10)14

VCD FYIT Professional Communication Skills

Sem-I 75 Marks

2 1/2 Hrs.

Note

- All questions are Compulsory. Options are given in each question.
- Figures to right indicate full marks.
- Give examples wherever necessary.

Q1 Attempt any two.

10 M

1. Explain Clarity.
2. Give guidelines and benefits for achieving Conciseness in Communication.
3. Why Consideration is Important in Communication.
4. What are the techniques to use Correctness?

Q2 Attempt any two.

10 M

1. Define "Noise". What is its effect on communication?
2. What are factors of Communication?
3. "Communication is two way process" Discuss
4. Explain process of communication.

Q3 Attempt any two.

10 M

1. Give two examples of each in detail.
– Semantic Barrier – Organizational Barrier – Interpersonal Barrier
2. What are Formal & Informal Channels of Communication?
3. What is Business Communication?
4. How Psychological Barriers affects the communication?

Q4 Attempt any two.

10 M

1. How will you prepare yourself for interview?
2. What are the effective techniques to write effective e-mail?
3. Write a letter to Principal of College asking permission for organising intercollegiate festival.
Use Indented form.
4. What is importance of Visual Aid in Presentations?

10 M

Q5 Attempt any two.

1. What are different desirable & undesirable reading habits?
2. Explain Cognitive process of Listening.
3. What is Note-making? Explain its Importance.
4. What guidelines can you give for preparation of Note-making?

10 M

Q6 Attempt any two.

1. What is transition? How it is useful in written work?
2. Convert Arabic in Roman Numbers
43, 53, 1497, 1543, 228
3. What is Hyphenation? Give examples of Hyphens with numbers, prefixes and words.
4. What is an "abbreviation"? Name some abbreviations used in measurements, City names.

15 M

Q7 Attempt any three.

1. Explain Courtesy.
2. How elements of communication are interrelated?
3. How interpersonal barrier can be overcome in organisation?
4. Write a Job Application letter for post of Lab Assistant in Pathology.
5. How listening and Reading are interrelated?
6. Convert Roman into Arabic

CLI DCCIII MV MCC ICC