

(Please write your Enrollment Number)

Enrollment No. _____

SUPPLEMENTARY EXAMINATION

July 2018

Subject Code: BAS-112

Subject: Communication Skills II

Time : 3 Hrs.

Maximum Marks : 60

Note: Question No. 1 is compulsory.

1. Write a short note on any 5 of the following: (5*4=20)

- a. Importance of Communication
- b. 7 C's of effective Communication
- c. Essentials of good listening
- d. Types of Visual Aids
- e. Characteristics of Report writing
- f. Plagiarism and its consequences

2. What are different Barriers to effective communication? Discuss in detail.

Or

What do you mean by Verbal and non verbal communication. Elaborate with further Types, categories and suitable example. (10)

3. Arundhati has got a job as a receptionist which also includes receiving and managing telephone calls. What are the skills required for such position.

Or

Discuss the importance of listening in two way communication to make it effective by throwing light on certain tips to avoid barriers. (10)

4. Tomorrow *Capgemini Pvt Ltd.* Placement drive is going to be conducted and the very first round to shortlist candidates is Group Discussion. What are the strategies and guidelines one needs to follow to appear as a participant in group discussion.

Or

Different types of interviews are conducted by employers to select suitable candidate: Explaining the various types of interviews. Also discuss the purpose and importance of interview. (10)

5. You came across an advertisement in newspaper for the post of Computer Engineer in High Tech computer Technologies. Draft a Cover letter & Resume applying for the same highlighting your relevant experience and technical skills. Invent necessary details.

Or

Explain following with suitable example:

Notice, Memo, Agenda, Minutes of Meeting

(10)