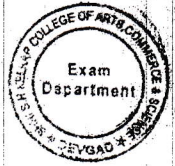


**SHRI S.H.KELKAR COLLEGE OF ARTS, COMMERCE AND SCIENCE,
DEVGAD (SINDHUDURG)
SEMESTER I, NOV 2022**



SUBJECT : Communication Skill

CLASS: FYIT

DATE: 18-11-2022

TIME: 8.15 a.m to 11:15 a.m.

DURATION: 2 - 1/2Hrs.

SUBJECT CODE: USIT105

MAX.MARKS: 75

Q1. Attempt any three of the following:

(15 Marks)

1. Explain principle of communication.
2. What are the different types of nonverbal communication?
3. Explain term Kinesics write a note on major type of body language
4. Describe variable of national culture in details.
5. What are the techniques of improving non verbal communication skill?

Q2. Attempt any three of the following:

(15 Marks)

1. Describe seven CS of communication.
2. How courtesy is used in business letters?
3. How can we be considerate towards the feeling of the others?
4. How a balance can be maintained with completeness and clarity as the principal for effective communication?
5. Describe netiquette in details.

Q3. Attempt any three of the following:

(15 Marks)

1. 'You' attitude is most important thing in communication with others. Explain.
2. What is communication illustrate the process of communication with diagram?
3. Define cross culture communication discuss about different communication style highlighting low high context culture.
4. What is communication illustrate the process of communication with diagram?
5. Write a comparative note on downwards and upwards channel of communication

Q4. Attempt any three of the following:

(15 Marks)

1. What are the characteristics of communication.
2. Elaborate the functions of communication
3. Describe stages of interpersonal communication
4. Explain internal and external dimension of communication
5. What is grapevine and how can it adapted by management of an organization

Q5 Attempt any three of the following:

(15 Marks)

1. What are the different kinds of reports?
2. Discuss the different components of proposal.
3. Write a official request letter to head of department for Book bank request
4. Letter for job application.
5. Define resume with proper example.