**DHARMSINH DESAI UNIVERSITY**

**FACULTY OF MANAGEMENT AND INFORMATION SCIENCE**

**MCA SEM-I**

**SUBJECT: COMMUNICATION SKILLS**

**QUESTION BANK FOR VIVA (25 MARKS)**

1. Introduce Yourself/ Give your brief introduction
2. Your answer to ‘Why should a company hire you?’
3. Present your key qualities/skills.
4. Describe your technical skills/qualities.
5. Describe a person who inspired you.
6. What is Proposal?
7. In which circumstances you will need to write proposals?
8. Define format of Proposal.
9. What is Report?
10. What is Cover Letter of Report?
11. What is table of content in Report?
12. What is Appendices in Report?
13. What is Group Discussion?
14. What are the components of evaluation in Group Discussion?
15. What should be the appropriate use of Body language in Group Discussion?
16. Provide some tips make your discussion effective.
17. How to write Instructions?
18. Give some examples of Instructions.
19. Why do we need to be SPECIFIC when we are writing instructions?
20. What is cross cultural communication?
21. Why is it important to understand Cross cultural communication at workplace?
22. What are the challenges of Cross Cultural Communication?
23. How the barriers of Cross Cultural Communication can be resolved?
24. How this syllabus has helped you develop your soft skills?
25. Few questions from the grammar portion taught to you.
26. These are all sample questions to guide you how to prepare. Questions can be asked from anything what have been taught in the class.