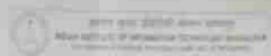
BIT, Bhugalpur	Mid-Term Exam.	3rd October
HE HS101 (Protessional		
The property of	Communication)	Semester (Year ()
02:00 Hrs		Figh Marks; 35
An	twee the following que	estions:
Complete the follows	rig with correct arriver	100,000
4. Ormssameman	tions are related to	
non-vertal cor	returnistion.	
b vertal commu		
 Electronic con 		
M. Written comm	virusation	
II. Oral communi	cation is made through	tithe use of
# gestures		
M. language		
c. body language	b /	
if your language		
W. Decodesg is a	process to the in	chage:
a. transfer		
b. receive		
JE encode		
d pass		
se. Vértal comm	unication includes -	
II body lunguag	pr, gestures and intoni	attion)
_BC tetters, e-ma		
s: sign language	r, word-stress and kin	6665
d. None of thes		
	ion is a method to	
al share though		
b. show peston		
to signify some		

d. generate vocabulary

vi. For effective communication one should	
a. he verbose	
d. muntain carry	
c luse jargons	
(I. malistain distance	
vis. — Is considered as a barrier to communication?	
a Concerness/ brevity	
Monycontrology	
c. Use of hands	
d Stress in speech	
viii. Interviewing involves communication.	
a: only vertical	
in tooth verbal and non-verbal.	
se promotive format and informal	
d. only interview stiquettes	
is. A structured interview tends to be	
a subjective	
Jal shiptive	
4. based	
d. flexible	
Mindia interview can be conducted in- mode:	
a _s only physical	
_6. both affine and online	
c. exclusively face-to-face	
xl. Direly indep-conferencing.	
2. Write short notes on any three of the following	Salets.
a. Verbal Communication	
b. Barriett to Communication	
c. Attentions of an effective communication	
13 Structured Interview 12	
e: Internessed as a style	
What is required for a successful listonnew	
g Milita interview	



Professional Communication [BS101], End Semester Exem. May Marks 50, Time 3 hours, Date: 25.11-2024

1. Complete the following with the correct/best chaice.

10x2=20

10x2=20

f. Non-verbal communication involves

- a. sign language
- B. timguage
- so body language
- d. written language

if verbal communication includes

- a. letters, speeches and gestures
- b. kinesics, proxemics and haptics.
- c. appearance, lectures and correspondences
- d, writings, sectures and conversations
- Jil. Formal and informal methods of communication are based on --
 - acperson, place and language usage
 - b. emotions, feelings and intentions
 - c. personal relations, contacts and distance
 - d. None of these
 - ly! Group Discussion (GD) is a method to
 - a, allow members to give a note of dissent
 - b. arrive at a consensus
 - c. discuss a controversial topic
 - d. make an informal discussion on an issue
 - v. Modia interview can be conducted
 - a, on-line
 - b. both off-line and on line
 - 6. face to face
 - d. in video conferencing mode only

- will interviewing is a skill to judge the suitability
 - of a candidate by-
 - a getting the truthful response
 - b, looking at the physical appearance
 - c, asking difficult questions
 - d. offering a job
- vic Job application is ≥ kind of
 - a. formal letter seeking a job
 - b. cover letter normally sent with a resume
 - c. Informal letter written to an organization for job
 - d resume-cum-letter for the purpose of a
- viii. A functional resume focuses on the candidate's
 - a. strengths and weaknesses
 - b. specific experience and aptitude
 - c. complete educational background
 - d. job experience only
- ix. The use of e-mail is made for
 - a, sending official letters.
 - b' writing official and unofficial letters
 - c. confidential work
 - d. urgent correspondences
- x An agenda includes in a meeting
 - a, minutes recorded
 - bifist of items to be discussed
 - c resolutions passed
 - d.bmf proposals to be considered
- 2. Write on any two of the following:
 - Definition and methodology of Group
 Discussion (GD)
 - b. Verbal and Non-verbal Communication.
- c. Requirements of a successful interview
- d. Essentials of an effective communication
- er Features of Proposal Lay-out
- 3. Write a job application addressed to an organization mentioning your credentials and aptitude in brief.
 - peals a notice to call a meeting of the members of the executive committee of a body of which you are the secretary