

Total No. of Questions: 6

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Enrollment No.....



Faculty of Pharmacy / Law
End Sem Examination Dec 2024
PY3HS04/ LW3SE01 / LW3SE05
Communication Skills

Programme: B.Pharm./ LL.B. (Hons.)/
B.A. LL.B. (Hons.)/
B.B.A. LL.B. (Hons.) Branch/Specialisation: Pharmacy/
Law

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

		Marks	BL	PO	CO	PSO
Q.1	i. The correct structure for a sentence in the simple past tense is: (a) Subject + was + base verb (b) Subject + base verb + ing (c) Subject + base verb + ed (d) Subject + will + base verb	1	1	10	1	
	ii. Which of the following words is a synonym of "Difficult"? (a) Easy (b) Simple (c) Arduous (d) Quick	1	1	10	1	
	iii. The Seven Cs of communication help to improve: (a) Complexity (b) Clarity (c) Redundancy (d) Ambiguity	1	1	10	2	
	iv. Effective listening does NOT include: (a) Focusing fully on the speaker (b) Ignoring nonverbal cues (c) Providing feedback (d) Avoiding distractions	1	1	10	2	

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v.	During a presentation, body language that indicates engagement includes:	1	1	10	3
	(a) Crossing arms				
	(b) Avoiding eye contact				
	(c) Smiling and nodding				
	(d) Looking down				
vi.	Which is NOT recommended when using audio-visual aids?	1	1	10	3
	(a) Maintaining simplicity				
	(b) Using small fonts				
	(c) Choosing high contrast colors				
	(d) Keeping it relevant				
vii.	The SQ3R technique is primarily used for:	1	1	10	4
	(a) Improving memory				
	(b) Enhancing listening skills				
	(c) Reading comprehension				
	(d) Writing effectively				
viii.	Which of these is a common barrier to listening?	1	1	10	4
	(a) Empathy (b) Emotional bias				
	(c) Attention (d) Interest				
ix.	In a resume, which section is typically optional?	1	1	10	5
	(a) Educational qualification				
	(b) Hobbies and interests				
	(c) Work experience				
	(d) None of these				
x.	To send a professional email, it is recommended to:	1	1	10	5
	(a) Use emojis (b) Write in caps				
	(c) Be concise and clear (d) Use slang				
Q.2	i. Explain two idioms and use each in a sentence.	2	2	10	1
	ii. Define modal auxiliaries in English grammar with examples.	3	2	10	1
	iii. What are homophones and homonyms? Provide two examples for each.	5	2	10	1
OR	iv. Provide a single word for each of the following:	5	2	10	1
	(a) A person who composes music				
	(b) A place where books are stored				

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	(c) A machine for measuring temperature				
	(d) One who believes in fate				
	(e) A document expressing one's education and skills				
Q.3	i. Explain the role of feedback in the process of communication.	3	2	10	2
	ii. What are the Seven C's of communication? Discuss briefly.	7	2	10	2
OR	iii. Discuss the process of communication along with a flowchart.	7	2	10	2
Q.4	i. Discuss the role of audio-visual aids in presentation.	3	2	10	3
	ii. Describe how different types of positive body language can enhance a presentation.	7	2	10	3
OR	iii. What is audience analysis in an oral presentation? What all things are researched before a presentation?	7	2	10	3
Q.5	i. Write short notes on note-taking and note-making.	4	2	10	4
	ii. Explain the barriers to effective listening with examples of each.	6	2	10	4
OR	iii. What are the various reading skills? Explain the SQ3R reading technique.	6	2	10	4
Q.6	Attempt any two:				
	i. Write a paragraph on "Peace and interfaith as a mission of humanity."	5	3	10	5
	ii. Describe the key elements of letter writing in a proper sequence.	5	2	10	5
	iii. "Formal email writing can make or break your career." Elaborate with examples of email etiquette.	5	3	10	5

Marking Scheme
PY3HS04/ LW3SE01 / LW3SE05 Communication Skills

Q.1	i)	(c) Subject + base verb + ed	1
	ii)	(c) Arduous	1
	iii)	(b) Clarity	1
	iv)	(b) Ignoring nonverbal cues	1
	v)	(c) Smiling and nodding	1
	vi)	(b) Using small fonts	1
	vii)	(c) Reading comprehension	1
	viii)	(b) Emotional bias	1
	ix)	(b) Hobbies and interests	1
	x)	(c) Be concise and clear	1
Q.2	i.	Idioms: 2 marks (1 mark for each idiom and its correct usage)	2
	ii.	Modal Auxiliaries: 3 marks (1 mark for definition, 1 mark for examples, 1 mark for explanation)	3
	iii.	Homophones and Homonyms: 5 marks (2.5 marks for each concept, including examples)	5
	OR iv.	Single-Word Substitutions: 5 marks (1 mark for each correct answer) 1. Music composer 2. Library 3. thermometer 4. Fatalist	5
Q.3	i.	Communication Process and Feedback: 3 marks (1 marks for each part)	3
	ii.	Seven Cs of Communication: 7 marks (1 mark for each C and a brief explanation)	7

OR	iii.	Steps 4 marks, flowchart 3 marks	7
Q.4	i.	Audio-Visual Aids: 3 marks (Role of aids, types, and their effective use)	3
	ii.	7 points with explanation 7 marks	7
OR	iii.	Audience Analysis: 7 marks (Explanation of importance and factors to consider)	7
Q.5	i.	Note-Taking and Note-Making: 4 marks (Brief explanation of both concepts) 2 mark for each note	4
	ii.	Barriers to Effective Listening: 6 marks (Explanation of various barriers)	6
OR	iii.	Reading Skills and SQ3R: 6 marks (Explanation of reading skills and steps in SQ3R) 3+3 mark	6
Q.6	i.	Paragraph Writing: 5 marks (Content, organization, grammar, and vocabulary)	5
	ii.	Letter Writing: 5 marks (Elements of letter writing, format, and content)	5
	iii.	Email Etiquette: 5 marks (Explanation of etiquette rules, examples, and impact on professional communication) 2+3	5
