

- Q.20 How to take minutes for meeting?
- Q.21 Explain in brief the types of Letters.
- Q.22 Explain the difference between conferencing & webinar.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Explain in brief seven types of communication.
- Q.24 Describe the basics of effective meeting minutes.
- Q.25 What are the basic contents of annual report including stock verification?

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3rd Sem. / Library and Information Science

Subject : Professional Communication - II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 The first Language which we learn or speak as a child-
- a) Mother tongue b) Dialect
c) Simple d) None of these
- Q.2 Straight body posture shows-
- a) Pride b) Confidence
c) Humility d) None of these
- Q.3 _____ is not a communication barrier.
- a) Language b) Culture
c) Habits d) All of these
- Q.4 Which of the following is an example of oral communication?
- a) Newspaper b) Phone call
c) e-mail d) Letters

- Q.5 The space to be left from the top is _____
- a) 5 cms b) 2.5 cms
- c) 4 cms d) 2 cms
- Q.6 Which of these is a not a mode of address for any letter?
- a) To a Trademan
- b) To a child
- c) To a firm
- d) To a professional man

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Transmission channel may be analog or digital. True/False
- Q.8 Communication with people over a distance is known as Telecommunication. True/False
- Q.9 Internal communication is a communication between superiors and subordinates. True/False
- Q.10 Pictures, slides, films fall under visual communication. True/False

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- Q.11 Face to face communication mean _____. direct communication / oral communication
- Q.12 A memo is an example for _____ Internal communication / External communication

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Explain significance of effective communication.
- Q.14 Write any four advantages of verbal communication.
- Q.15 What is the importance of Non-verbal communication?
- Q.16 Explain any four importance of Technology in communication.
- Q.17 Can you describe your learning style? Explain it.
- Q.18 Write a short note on Report.
- Q.19 Your State Govt. has banned the use of plastic bags. You are Amarjeet, a reporter of the AB News. Write a report in 100-125 words on how the ban is being ignored and what damage the indiscriminate use of plastic bags in causing the environment?

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