

SECTION-B

Note: Short answer type questions. Attempt any six questions out of eight questions. (6x5=30)

- Q.11 Explain the importance of leadership in an organization.
- Q.12 How would you shape your personality ? Write any five points.
- Q.13 What is an office order? Write the purpose of writing an office order.
- Q.14 What are the advantages of developing a positive attitude?
- Q.15 Write a brief a note on self-development.
- Q.16 What role does the body language play in the personality of a person?
- Q.17 Write do's and don'ts for a good leader. (two each)
- Q.18 Write five advantages of career planning.

SECTION-C

Note: Long answer type questions. Attempt any one questions out of two questions. (10x1=10)

- Q.19 Write an e-mail to your Manager apologizing for not submitting the power point presentation in time.
- Q.20 Write an office order for the staff members of the office to submit the hard copies of their educational as well as experience documents within 3 days.

No. of Printed Pages : 2
Roll No.

MSIL-130913

Subject:- Communication Skill - 1

Time : 2Hrs.

M.M. : 50

SECTION-A

Note: Very short answer questions. All questions are compulsory. (10x1=10)

- Q.1 Which skill is required for being a good orator?
- Q.2 How often should a SWOT analysis be performed?
- Q.3 Office orders are _____ correspondence. (Internal / external)
- Q.4 How should the subject line of an E-mail be? (A greeting / short and precise)
- Q.5 _____ means ability to effectively lead others.
- Q.6 What does the letter 'T' in SWOT Analysis refers to?
State whether the following statements are true or false(from Q7 to Q10)
- Q.7 E-mail is a channel of writing communication.
- Q.8 Silence is a means of effective communication.
- Q.9 An organization can work without a leader.
- Q.10 First impression is not important at all..