

Q.22 Describe 7 c's communication.

SECTION-D

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

Q.23 Write your Resume for the post of assistant librarian.

Q.24 Write a letter for placing an order of books.

Q.25 Explain the process of communication.

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3rd Sem / LIS

Subject:- Professional communication - II

Time : 3Hrs.

M.M. : 60

SECTION-A

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

Q.1 Oral communication is _____

- a) Written communication
- b) Formal communication
- c) Face to face communication
- d) none of these

Q.2 Haptics is related to :

- a) Time
- b) Touch
- c) Language
- d) Money

Q.3 Agenda of a meeting is a :

- a) List of items
- b) Out lines of the content
- c) Chronological order
- d) All of the above

- Q.4 Resume is a _____ word
- a) French b) Latin
- c) Greek d) all of the above

- Q.5 Memo should have
- a) Date b) Subject
- c) Sr. No d) All of the above

- Q.6 _____ is from example of audio-visual aids:
- a) Black-board b) Radio
- c) T.V. d) None of the above

SECTION-B

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

- Q.7 Informal communication means _____
- Q.8 Barriers in speaking skill _____ .
- Q.9 What is Brochure?
- Q.10 _____ is a written document that gives information about an event that has already taken place.

- Q.11 Webinar means _____
- Q.12 Define mock interview.

SECTION-C

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

- Q.13 What is E-mail? What are steps for creating an E-mail?
- Q.14 Write a short note on teleconferencing.
- Q.15 Write any four barrier in listening skills.
- Q.16 What are the characteristics of good press release?
- Q.17 What is listening skill? How to improve listening skill?
- Q.18 Write any four advantages of written communication.
- Q.19 What are the tips for participating in group discussion?
- Q.20 Write any four situations for writing a memo.
- Q.21 Define non-verbal communication. Write its types.