

Q.22 Describe 7 c's communication.

No. of Printed Pages : 4

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### **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.

Time : 3Hrs.

M.M. : 60

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

Q.25 Explain the process of communication.

**3rd Sem / LIS**

**Subject:- Professional communication - II**

**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

(60)

(4)

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(1)

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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.  $(6 \times 1 = 6)$

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.  $(8 \times 4 = 32)$

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 please?

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.