

U-34/2051

Sem- II

Ext- 103

1269/ML

Communication Skills and Personality Development

Time Allowed: 3hrs

Maximum Marks: 36

Pass Marks :40%

Note: Attempt two questions each from Sections A and B carrying Six marks each and the entire Section C carrying 1.5 marks each.

Section- A

- Q 1 Define communication and explain the process of communication.
- Q 11 Discuss in detail verbal and non-verbal communications.
- Q 111 Which skills make an oral presentation effective? What is the role of visual aids in an impressive oral presentation? Discuss.
- Q IV Write detailed notes on indexing, footnote, and bibliographic procedures.

Section- B

- Q V Discuss the skills of effective reading? Are special skills required for reading a general and technical article ? Explain.
- Q VI Highlight the differences between an abstract and a summary.
- Q VII What role does Body Language play in delivering your presentation? Discuss.
- Q VIII Discuss the process of Group discussion. Which Group discussion is more effective? Explain.

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Section- C

Q IX Answer the following short-answer type questions carrying 1.5 marks each.

- i What is the difference between structural and functional grammar?
- ii How can one become an effective listener?
- iii What are the elements of a good writing?
- iv How would you maintain a field diary and lab record?
- v Which steps should be followed to properly comprehend a general and technical article?
- vi Discuss the steps to be followed for précis writing.
- vii What is the role of eye-contact in public speaking?
- viii Which preparations should be made while organizing seminars and conferences?

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