

Roll No.

Total Pages : 3

2156/M

K-17/2051

ENGLISH COMMUNICATION SKILLS

Paper-IV

Semester-II

Time allowed : 3 Hours] [Maximum Marks : 36

Note: The candidates are required to attempt two questions each from section A and section B carrying 6 marks each and the entire section C consisting of 6 short answer type question carrying 2 marks each.

SECTION-A

1. Define Communication. Explain the process of communication. 6
2. What are the various types of Communication? 6

3. What are the basic features of Business Representation? 6
4. What things do you keep in mind while handling a Meeting. 6

SECTION-B

5. How a speech is being drafted? 6
6. Write a note on Personal Grooming. 6
7. What do you mean by Creative Writing? 6
8. Write a note on Effective Communication for Successful Career etc. 6

SECTION-C

9. Give shorts answers to the following questions :
 - (i) What is Horizontal Communication?
 - (ii) Write a short note on non verbal communication.
 - (iii) How do you write a formal letter?

- (iv) How a meeting is structured?
- (v) Write a note on Extempore.
- (vi) What do you mean by Employment Interview?

6×2 = 12