

Roll No.

[illegible]

Total No. of Questions : 09

B.Sc. (AMT) / BSc. (Multimedia) (Sem.-2)

COMMUNICATION SKILL

Subject Code : AMT-201

M.Code : 14009

Date of Examination : 13-12-22

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

1. Write briefly :

- a. Comment on the importance of feedback in communication.
- b. What is diagonal Communication?
- c. What is grapevine?
- d. What is non-verbal communication?
- e. What do you mean by Business message?
- f. What is action-taken report?
- g. Punctuate the sentence: tommy raises an issue of excessive plastic use in the campus which is a serious issue indeed.
- h. Punctuate the sentence: alexa play the music loud
- i. Punctuate the sentence: john exclaimed with joy what a beautiful place
- j. Punctuate the sentence: alas the match is lost

SECTION-B

2. Draft a report on an accident that occurred on highway due to over speeding.
3. Draft an application for the post of assistant professor in your subject.
4. What are the essentials of effective listening Skills?
5. What role coherence plays in the effectiveness of communication?
6. What are the characteristics of a good reader?

SECTION-C

7. What is the process of Communication? Discuss the barriers of communication.
8. Explain the process of preparing effective business messages. Discuss the do's and don'ts in detail. Draft a message to exemplify your answer.
9. Enumerate and explain various kinds of communication.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.