

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

**B.Sc. (RT) (Sem.-2)**

## COMMUNICATION AND SOFT SKILLS

**Subject Code : BSRT-206-19**

**M.Code : 77744**

**Date of Examination : 15-12-22**

**Time : 3 Hrs.**

**Max. Marks : 60**

**INSTRUCTIONS 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 short notes on the following :**
  - a. What is journal writing?
  - b. What is health communication?
  - c. Write the importance of team work.
  - d. Explain the different parts of decision making.
  - e. What is a pressure?
  - f. What is attitude?
  - g. What are the characteristics of good communication?
  - h. Give a few advantages of effective conversation.
  - i. Mention any two aspects that need to be taken care of while preparing a good presentation.
  - j. What is a journal?

## **SECTION-B**

2. Write the importance of effective business communication skills with focus on speaking.
3. Explain the essential points to be considered while preparing a short presentation.
4. What is the need for developing leadership skills?
5. What are effective enquiries and responses required while delivering the speech?
6. What should be taken care of while preparing a report?

## **SECTION-C**

7. Write a formal letter of application for the job of a computer engineer in response to the following advertisement: Position: Computer Engineer. Job Profile: DBA, entry of information/records.

Skills: Engineering in Computers, Good Typing speed flexibility to work in shifts.

8. Explain skills required for effective decision making and its importance as individual, as a leader and as a worker.
9. Write the importance of understanding the barriers to communication and ways to handle and improve communication barriers.

**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.**