

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 07

B.Sc. (IT) (Sem.-1st)
COMMUNICATION SKILLS
Subject Code : BS-101
Paper ID : [B0401]

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 SIX questions carrying TEN marks each and students has to attempt any FOUR questions.

SECTION-A**I. Answer briefly :**

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- (a) How is Eye-contact an important means of non-verbal communication?
- (b) What is the role of communication skills in society?
- (c) What is a Quotation and a Tender?
- (d) What is the role of visual aids in an oral presentation?
- (e) What is a credit letter?
- (f) What dress will you select for the interview? Why?
- (g) What do you understand by voice modulation?
- (h) What is the importance of cover letter in job application letter?
- (i) What is a routine report?
- (j) What is meant by precision in business writing?

SECTION-B

2. Define communication. Elaborate the process of communication. How has modern technology affected the communication process?
3. Imagine you are working in the marketing section of a cosmetic company. Draft a sales letter propagating the unique features in your newly launched sun screen lotion.
4. Define group discussion. Throw light on the process of a group discussion. What are the important GD skills?
5. What is a report? What are types of report? What is the process of writing a detailed report?
6. What is Social Correspondence? Discuss its function and types.
7. How to prepare the job application letter? How to prepare the resume and draft a cover letter?

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