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Total No. of Questions: 09

B.Sc.(MLS) (2011 to 2017) (Sem.-3)
COMMUNICATION SKILLS

Subject Code: BMLS-301 Paper ID: [D1170]

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. Do as directed:

- a) What is channel in communication?
- b) Differentiate between one way/two way communication.
- c) Transform the following sentences into complex sentences:
  - i. He tried his best but didn't succeed.
  - ii. Leprosy is curable and everybody knows this.
- d) Transform the following sentences into simple sentences:
  - i. A tiger that is wounded is very fierce.
  - ii. He admitted that he was guilty.
- e) Use the following words as Nouns and Verbs:
  - i. Sound
  - ii. Type

- f) Modify the following words as abstract nouns:
  - i. Beautiful
  - ii. Kind
- g) Substitute with one word:
  - i. A person who does not believe in God
  - ii. One who knows everything
- h) What is transcription?
- i) Expand the following abbreviations:
  - i. WHO
  - ii. LoC
- j) Give the meaning of the following technical terms:
  - i. i.e
  - ii PM

# **SECTION-B**

- 2. Describe the process of communication.
- 3. Elucidate barriers to listening.
- 4. Write a note on "Speaking Effectively".
- 5. What is an effective resume? Explain with an example.
- 6. Describe different reading purposes.

## **SECTION-C**

- 7. Elaborate how can the different types of barriers to communication be overcome?
- 8. Discuss various models and strategies of reading.
- 9. Classify consonants according to place and manner of articulation.