

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

**M.Sc. (HMCT) (2016 to 2017) (Sem.-1)**

## COMMUNICATION & SOFT SKILLS

**Subject Code : MSCHM-105**

**M.Code : 70802**

**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. **Describe in brief :**
  - a) M.I.S.
  - b) Formal letters
  - c) C.V.
  - d) Punctuations
  - e) Noun
  - f) Desktop
  - g) Etiquette
  - h) Stage fear
  - i) Eye contact
  - j) Phonetics

## **SECTION-B**

2. What are the different types of letters used in office communication?
3. Explain the role of Power point during Presentations.
4. Why Group Discussions are crucial during selection process?
5. What is the importance of Receipt and Despatch of mail in Office Management?
6. Discuss the expectations of Employer from an employee.

## **SECTION-C**

7. Discuss the different types of Interview techniques used.
8. Design a resume for a college pass out fresher looking for a job.
9. Explain the importance of using correct Grammar for effective Communication.

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