

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 07

B.Sc.(IT) (2014 Batch) (Sem.-1)

COMMUNICATION SKILLS

Subject Code : BS-101

M.Code : 12501

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 a student has to attempt any **FOUR** questions.

SECTION-A

1) Answer the following questions briefly :

- a. What are sales letters?
- b. What is an oral presentation?
- c. What is a group discussion?
- d. What is a report?
- e. What are tenders?
- f. What are quotations?
- g. What is non-verbal communication?
- h. What is the role of audio visual aids in oral presentation?
- i. What is a résumé?
- j. What are the types of interviews?

SECTION-B

- 2) Describe the complete process of writing a report.
- 3) What are oral presentation skills? Describe them in detail along with their importance.
- 4) Discuss the procedure of conducting an interview.
- 5) Describe different types of business letters. What are the guidelines to be kept in mind while writing such letters?
- 6) Describe different types of reports in detail.
- 7) What are the barriers to communication? Also give solutions to remove the barriers.

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.