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Total No. of Pages : 02

Total No. of Questions : 07

**B.Sc.(IT) (2013 & 2014) (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**

**Q1) Answer the following questions briefly :**

- a) What is oral presentation?
- b) Explain the importance of body language while delivering presentation.
- c) What is PPT?
- d) What is group discussion?
- e) What is an electronic communication system?
- f) What do you understand by report writing?
- g) What are the characteristics of effective oral presentation?
- h) Explain the importance of body language in presentation delivery.
- i) What to you understand by readability?
- j) What do you understand by credit letter?

## **SECTION-B**

- Q2 Define communication and explain the process of communication.
- Q3 How to write an effective business letter and explain its importance?
- Q4 Explain the need of good word power in professional life and its importance while preparing a presentation.
- Q5 Explain the import preparatory steps.
- Q6 Explain the evaluation process of group discussion.
- Q7 Explain the relevance of global aspects of communication along with ethical and legal aspects.

**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.**