

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Child Caregiver) (Sem.-1)

COMMUNICATION

Subject Code : BTHU-103-18

M.Code : 77346

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS 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

Q1). Write briefly :

- a) Definition of communication.
- b) Documenting
- c) Report writing
- d) Method of understanding a text
- e) Inter-personal communication
- f) Reading methods
- g) Non-verbal communication
- h) Business communication
- i) Effective writing skills
- j) Types of letters

SECTION-B

- Q2). Describe the complete process of communication.
- Q3). “*Oral communication is the spoken means of effective expression of ideas*”. Which are the qualities that a speaker should demonstrate in oral communication?
- Q4). Discuss the purposes behind note taking. What are the features of good notes?
- Q5). Interpret the following passage in your own words :

What can solitude have to do with leadership? Solitude means being alone and leadership necessitates the presence of others, the people you are leading when we think about leadership in American history, we are likely to think of Washington, at the head of an army or Lincoln, at the head of a nation - people with multitudes behind them, looking to them for direction. And when we think of solitude, we think of a man alone in the woods communicating with nature in silence. Leadership requires the qualities of character and mind that can make you fit to command. Solitude is not possible in leadership because you don't even have privacy or the opportunity to be alone. And yet I submit to you that solitude is one of the most important necessities of true leadership. What does leadership really consist of? Is being energetic, accomplished, smart or ambitious enough to become a leader? Great heart surgeons or great novelists may be terrific at what they do but that doesn't mean they are leaders? What we don't have, in other words, are thinkers? People who can think for themselves?. People who can formulate a new direction: for the country, for a corporation or a college, for the army - a new way of doing things, a new way of looking at things. People, in other words, with vision.

- Q6). Write a note on the significance and objectives of communication in society.

SECTION-C

- Q7). Explain the barriers that can become obstruction in communication process.
- Q8). Summarize any literary text that you have read, in your own words.
- Q9). Write a report on an annual function organized in your institution.

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.