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Total No. of Pages : 02

Total No. of Questions : 09

M.Sc. (HMCT) (2015 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) Phonetics
- b) Mirror question
- c) Audience awareness
- d) Correspondence
- e) Kinesics
- f) Jargons
- g) Elements of presentation
- h) Parts of speech
- i) Appraisal interviews
- j) Behavioural interviews

SECTION-B

2. What is presentation? Discuss the strategy for team presentation.
3. Explain different types of filing system used in an organisation.
4. How to prepare a resume? What are Do's and Don'ts of resume?
5. Discuss the factors contributing towards a successful interview.
6. How does a candidate become a leader of a discussion in a group?

SECTION-C

7. Explain the six great helpers in presentation.
8. Discuss the interview process.
9. Define MIS. Briefly explain its features with advantages and disadvantages.

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.