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B.Sc.(MLS) (2013 to 2017) (Sem.-3) COMMUNICATION SKILLS

Subject Code: BMLS-301 M.Code: 70464

Time: 3 Hrs. Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:

- 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. Do as directed:

- a. What are various forms of communication?
- b. Interpersonal Communication.
- c. What do you understand by oral communication?
- d. Technical writing is imperative as a tool. Justify.
- e. What are various barriers to listening?
- f. Talk about organs of speech.
- g. Why feedback is important?
- h. Audio visual aids.
- i. How does phonetics help in delivering perfect speech?
- j. Oral presentations build confidence. How?



SECTION-B

- Q2. Talk about good reading Skills.
- Q3. What are the components of an effective talk?
- Q4. Grammar:
 - a. Transform the following sentences as asked:
 - i. After he had learned his lessons, he went out to play. (Change into simple sentence).
 - ii. He is too weak to stand up. (Change into complex sentence).
 - b. One word substitution:
 - i. One who does a thing for pleasure and not as a profession.
 - ii. Spoken or written in two languages.
 - iii. Someone who leaves one's country to settle in another.
- O5. Technical Abbreviation:
 - a. ICAO
 - b. mHz
 - c. ATM
 - d. TCID
 - e. NATO
- Q6. What is the role of oral communication in society?

SECTION-C

- Q7. Describe the process of communication, talk about the process of communication.
- Q8. What do you understand by a resume? Frame one.
- Q9. What are the techniques to overcome barriers to 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.

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