

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

B.Sc.(IT) (2013 & 2014) (Sem.-1)

COMMUNICATION SKILLS

Subject Code : BS-101

Paper ID : [B0401]

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) Write short notes on the following :

- a. Tenders
- b. Types of interviews
- c. Sales letter
- d. Body language
- e. Process of communication
- f. Audio-visual aids
- g. Employer's expectations
- h. Adjustment letter
- i. Collection letter
- j. Résumé

SECTION-B

- Q2) Describe the various components of non-verbal communication. Also discuss their importance.
- Q3) Write a sales letter to an organization describing the salient features of the product you want to sell. Invent the necessary details.
- Q4) Describe the complete procedure of writing a business or technical report.
- Q5) Discuss in detail the various qualities needed for giving an effective oral presentation.
- Q6) How should a candidate prepare for a job interview? Discuss in detail.
- Q7) Write a job application letter along with your Résumé. Invent the necessary details.

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