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# M.Sc. (HMCT) (2015 to 2017) (Sem.-1) COMMUNICATION & SOFT SKILLS Subject Code : MSCHM-105 Paper ID : [C1205]

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 has to attempt any FOUR questions.
- 3. SECTION-C contains THREE questions carrying TEN marks each and students has to attempt any TWO questions.

## **SECTION-A**

#### Q1. Describe in brief :

- a) Make sentence from the two words to differentiate their meaning: sight, site.
- b) Insert comma where necessary: The necessity of amusement park made me a carpenter a bird eager a gardner.
- c) Use the idiom Up to the mark in an appropriate sentence.
- d) Use the foreign words raison d'etre in a sentence.
- e) Convert the following nouns into adjectives: a) Man b) Courage.
- f) Name the part of speech underlined in the sentence: John is absent because <u>he</u> is ill.
- g) Fill in the appropriate adverb: It is raining \_\_\_\_\_ (heavy).
- h) \_\_\_\_! She is dead. (Fill an appropriate interjection).
- i) Differentiate between Extempore & Speech.
- j) What font styles can be used in making a presentation?



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#### **SECTION-B**

- Q2. Discuss the importance of body language and voice modulation for presentation.
- Q3. Elucidate the basic guidelines for group discussion.
- Q.4. What is audience analysis? Discuss its importance in making presentation.
- Q5. Discuss the general points to be kept in mind for preparing for an interview.
- Q6. Explain the different types of letters with examples.

## **SECTION-C**

- Q7. Enlist the various types of interview and discuss any 3 in detail.
- Q8. Write a letter to the HR Manager of Taj Hotel, Chandigarh for seeking a job in Front Office Department.
- Q9. Discuss the steps in detail to be undertaken for making a successful presentation.