

**Total No. of Pages : 02**

**Total No. of Questions : 11**

**M.Sc. AMT (2018 Batch) (Sem.-1)**

## COMMUNICATION SKILLS

**Subject Code : MAMT-18-104**

**Paper ID : [75793]**

**Time : 3 Hrs.**

**Max. Marks : 70**

**INSTRUCTIONS TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SEVEN** questions carrying **FIVE** marks each and students have to attempt any **SIX** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

## SECTION-A

**Q1) Write short notes on the following :**

- a. Body Language
- b. Business communication
- c. Tenders
- d. Advertisement
- e. Listening skills
- f. PPT
- g. Medias of communication
- h. Oral presentation
- i. Introduction of a speech
- j. Writing skills

**SECTION-B**

- Q2) Describe the process of preparing a PPT.
- Q3) What is the importance of business communication? Explain its types.
- Q4) Describe the complete process of preparing for delivery of a speech.
- Q5) Change the voice of the following sentences :
- a. The committee cut the budget.
  - b. You have not yet informed me.
  - c. Accidents kill thousands of people every year.
  - d. They held the gathering near the temple.
  - e. The nurse has given the medicine to the patient.
- Q6) Write a letter to the Head of your Institution with an aim to state your views about the course you are pursuing and the ways to improve the quality of teaching and learning.
- Q7) What can be the possible barriers to listening? What are the remedies to remove those barriers?
- Q8) Fill in the blanks with appropriate verbs :
- a. I \_\_\_\_\_(work) hard for my GRE test these days.
  - b. The patient \_\_\_\_\_(wear) a blanket because he is feeling very cold.
  - c. They \_\_\_\_\_(not trust) their employees.
  - d. Earlier, I \_\_\_\_\_(cannot contact) you.
  - e. Last month, my wife \_\_\_\_\_(visit) New York for attending a meeting.

**SECTION-C**

- Q9) Discuss in detail the types of non-verbal communication. Also describe their importance.
- Q10) Design an advertisement of your favourite product.
- Q11) Discuss the presentation skills in detail.