

Roll No.

Total Pages : 2

1001/MR

F-3/2050

COMMUNICATION SKILLS

Paper-361

Semester-VI

Time Allowed : 2 Hours]

[Maximum Marks : 20

Note : Attempt **four** questions each from Sections A and B carrying 10 marks.

SECTION—A

1. What are the important factors in the process of listening?
2. List the various barriers to listening.
3. Write a detailed note on note taking, note making and feedback skills.

4. What factors are kept in mind while holding a meeting?

5+5=10

SECTION—B

5. Write a note on speech mechanism.
6. What are various types of audio visual aids in making a presentation and how are these used in a presentation?
7. What factors are kept in mind while preparing for an interview?
8. How can skills be developed for attending telephonic calls and what are those skills?

5+5=10