

Roll No.

Total Pages : 3

11771/NJ

D-3/2111

COMMUNICATION SKILLS

Paper-351

Semester-V

Time Allowed : 3 Hours] [Maximum Marks : 30

Note : The candidates are required to attempt **two** questions each from Sections A and B carrying 6 marks each and the entire Section C consisting of 6 short answer type questions carrying 1 mark each.

SECTION—A

1. What are Reading activities ? Explain briefly the structure of Reading techniques.

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[P. T. O.

Or

What is Communication ? Explain in detail the process of effective Communication. 6

2. Explain in detail the methodology used for effective Reading.

Or

Describe the channels and types of the Communication. 6

SECTION—B

3. Write a letter to Unique Books Pvt. Ltd., New Delhi to cancel the order of books due to late delivery. You placed this order five days before for College library.

Or

What do you understand by the Business Correspondence ? Explain various elements of Business letters. 6

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4. Write in detail the different Writing styles and also explain the chief elements of Effective writing.

Or

Explain in detail the purpose of Business Correspondence and also explain various types of Business letters. 6

SECTION—C

5. Write short notes on the following : 6×1=6
- (i) What are Homonyms ?
 - (ii) What is the importance of Cloze tests ?
 - (iii) What are the components of Effective talk ?
 - (iv) What does C.E.O. stands for ?
 - (v) Give one word substitution for A number of trees.
 - (vi) What do you understand by Minutes of meeting ?