

**P-1150**

Total Pages : 3

Roll No. ....

## **CVEOM-101/DVEOM-401**

### **Communication Skills-English**

C. Voc. (Soft Skill & E-Office Management)

1st Semester Examination, 2023 (June)

**Time : 2 Hours]**

**Max. Marks : 100**

**Note :** This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

### **SECTION–A**

#### **(Long Answer Type Questions)**

**Note :** Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

1. (a) Define Communication and explain the different types of verbal communication [13]
- (b) Briefly discuss the importance of non-verbal communication during a presentation [13]

2. (a) State in your own words the various strategies to listen effectively [13]
- (b) Appraise the various types of reading skills [13]
3. (a) Write a short note on the various types of writing skills and the importance of good writing skills. [13]
- (b) Give a brief account on the characteristics of a good paragraph. [13]
4. (a) What is a project? Explain its characteristics and functions. [13]
- (b) Briefly discuss the steps that are to be taken before writing a proposal and the various components included in a proposal. [13]
5. (a) List out the checklist for preparing a good report. [13]
- (b) Check out the difference between formal, informal and demi-official letter. [13]

## **SECTION-B**

### **(Short Answer Type Questions)**

**Note :** Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.  
(4×12=48)

1. Write a short note on the flow of communication? [12]

2. Explain the role of non-verbal communication in an interview. [12]
  3. List out the importance of listening skills. [12]
  4. Define the "super six" comprehension strategies in brief. [12]
  5. What genres are used in technical writing? What are the main differences between technical writing and literary writing? Explain in own words. [12]
  6. What precautions should have to be remembered by the writer at the time of writing a proposal? [12]
  7. Telephone and E-mail etiquette plays an important role in our business. Explain. [12]
  8. What do you mean by 'Right to Information' and explain the term 'Public Authority' in detail? [12]
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