

S-1006

Total Pages : 3

Roll No.

DVEOM-101

Communication Skills- English

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

1st Semester Examination, 2022 (Dec.)

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.

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 possible barriers that arise in the process of communication. [14]
- (b) Identify the various types of non-verbal communication. [12]

2. (a) State in your own words the various strategies to listen effectively. [14]
(b) Appraise the various types of reading skills. [12]
3. (a) Define an essay. How many types of essays are used in writing? Explain the differences between an essay and paragraph writing. [14]
(b) Give a brief account on the various types of writing skills and the importance of good writing skills. [12]
4. What is a project? Explain its characteristics and functions. Briefly discuss the steps that are to be taken before writing a proposal and the various components included in a proposal. [26]
5. Categorize the essential stages of preparing a report. What are the types of interviews? Explain each of them briefly. [26]

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. What are the cultural and physical barriers to communication? [12]

2. Explain the role of non-verbal communication in an interview. [12]
 3. Compare and contrast skimming and scanning method of reading with examples [12]
 4. List out the different types of sentences with examples. [12]
 5. Write down the characteristics of a Technical Writing and Literary writing. [12]
 6. What is a project? Explain its characteristics and functions? [12]
 7. Detail the parts of a formal letter. [12]
 8. What rights are available under the RTI Act, (2005)? [12]
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