

TILAK MAHARASHTRA VIDYAPEETH, PUNE
B.A. – (VISHARAD) SOCIAL SCIENCES/YOG
EXAMINATION: MAY – 2022
SEMESTER - I
Sub: Communication Skills (BAE-101)

Date: 27/05/2022

Total marks: 60

Time: 2.00 pm to 4.30 pm

Instructions: 1) All questions are compulsory.
2) All questions carry equal marks.

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- Q. 1. A) Answer the following in Brief. (Any Two) (10)**
- 1 What is formal communication.
 - 2 What is 'a Report'.
 - 3 What are the functions of communication?
 - 4 What is Horizontal communication?
- B) Write Short notes. (Any Two) (10)**
- 1 'The Filter' in communication.
 - 2 Connotation
 - 3 Jargon
 - 4 Euphemism
- Q. 2. A) Answer the following in Brief. (Any Two) (10)**
- 1 Describe different types of Graphs.
 - 2 Organization Chart
 - 3 Alignments
 - 4 Letter heads
- B) Write Short notes.(Any Two) (10)**
- 1 Types of Interviews
 - 2 Dictation Procedure
 - 3 The Grapevine
 - 4 Dyadic communication
- Q.3. A) Answer the following in Brief. (Any Two) (10)**
- 1 Types of listening
 - 2 Gestures
 - 3 Merits and demerits of Eye contact
 - 4 Facial Expressions
- B) Write Short notes.(Any Two) (10)**
- 1 How to listen effectively
 - 2 Use of Voice
 - 3 Voice culture
 - 4 Silence
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