

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**MASTER OF ARTS (M.A.) – DIGITAL ARTS (ANIMATION)**  
**EXAMINATION: JANUARY - 2022**  
**THIRD SEMESTER**

**Sub.: Communication Skill (Theory) (MADA-19-306)**

**Date: 20/01/2022**

**Total Marks: 20**

**Time: 10.00 am to 11.30 pm**

**Instructions: All questions are compulsory.**

**Q. 1. Multiple choice questions (10)**

1. I prefer tea ----- coffee.  
a) to                      b) than                      c) over                      d) none
2. He ----- not have a laptop.  
a) do                      b) does                      c) is                      d) has
3. He did not ----- a test.  
a) wrote                      b) writing                      c) write                      d) written
4. Our classroom is ----- second floor.  
a) on                      b) in                      c) at                      d) over
5. He has -----.  
a) white hairs                      b) white hair                      c) grey hairs                      d) grey hair.
6. I ----- two sisters and one brother.  
a) am having                      b) have                      c) have been                      d) has
7. I came to office -----.  
a) by walk                      b) on foot                      c) on toes                      d) none
8. An ideal start of a presentation could be \_\_\_\_\_.  
a) telling a short story/experience                      b) delivering a speech                      c) having a doubt solving session                      d) directly explaining the slides
9. Which one is correct while asking for response in written format?  
a) answer back                      b) reply back                      c) revert back                      d) reply
10. Power Point presentation should be a combination of  
a) only text                      b) only pictures                      c) text, pictures, videos                      d) doesn't matter

**Q. 2. Write the Answers of the following (Any 4) (10)**

1. What are some effective presentation skills?
2. Describe a subject line in an email?
3. What is a summary in paragraph?
4. Difference between a letter and an email.
5. What is public speaking?