

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

Date: 27/05/2022

Total marks: 100

Time: 2.00pm to 5.30pm

Instructions: 1) Attempt all questions
2) All questions are compulsory.
3) Figures to the right indicate full marks.

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- (20)**
- Q. 1. Explain the Terms. (Any 10)**
1. Define Listening.
 2. What is Communication?
 3. What is Verbal Communication?
 4. Define Oral Communication.
 5. What is Cross-channel Communication?
 6. Give definition of Horizontal Communication.
 7. Define Jargons.
 8. What is Downward Communication?
 9. What do you mean by Slang?
 10. What is clarity of expressions?
 11. Define Kinesics.
 12. Write down the 7 C's of Oral Communication
- (20)**
- Q.2. Write short notes. (Any Four)**
1. Write a note on Grapevine communication
 2. Write a short note on Brevity
 3. Write a note on Oral Communication
 4. Time as a form of communication
 5. Listening and Hearing
- Q.3. Answer the following questions in brief: (Any Three)** **(45)**
1. Describe the preparation to ensure successful interview.
 2. Explain the essentials of Written Communication.
 3. Elaborate on Dyadic Communication.
 4. What are the functions of Non-verbal Communication? Elaborate.
- Q. 4. Essay type/ Answer in Detail. (Any One)** **(15)**
1. What is listening? Explain the barriers of listening.
 2. What is Communication? Explain the communication cycle with a suitable diagram.
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