

**TILAK MAHARASHTRA VIDYAPEETH, PUNE**  
**BACHELOR OF SCIENCE (B. SC.) - DIGITAL ARTS (ANIMATION)**  
**EXAMINATION: DECEMBER - 2023**  
**SIXTH SEMESTER**  
**Sub.: Soft Skill (Theory) (BSC-20-605)**

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**Date: 21/12/2023**

**Total Marks : 20**

**Time: 2.00 pm to 3.00 pm**

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- Notes:*
1. Please follow the instructions carefully.
  2. All Questions must be attempted.
  3. Draw sketch for explanation whenever necessary.

**Q.1. Fill in the blanks. (05)**

1. Communication without words is called \_\_\_\_\_ communication.  
a) verbal                      b) non-verbal                      c) vertical                      d) horizontal
2. \_\_\_\_\_ communication takes place between people who are working at different designations.  
a) Horizontal                      b) Vertical                      c) Verbal                      d) Non- Verbal
3. In the process of communication \_\_\_\_\_ is the response from the receiver to the sender.  
a) feedback                      b) decoding                      c) encoding                      d) channel
4. \_\_\_\_\_ is used for information transfer of, for example, a digital bit stream, from one or several senders to one or several receivers.  
a) A channel                      b) A feedback                      c) A sender                      d) Decoding
5. \_\_\_\_\_ conveys information about: Interpersonal relations. Personality traits such as confidence, submissiveness, and openness.  
a) Posture                      b) Gesture                      c) Message                      d) Feedback

**Q.2. Write short note (Any 3) (Minimum 8-10 Lines) (09)**

1. Process of listening
2. Eye-contact
3. Sender and Message
4. Decoding and Encoding in communication process

**Q.3. Write the Answer in brief (Any 1) (06)**

1. Write a job application letter for the position of VFX Artist to The Manager of Creative Art Pvt.Ltd. Matunga (E), Mumbai 40020.
2. Discuss the barriers to communication in detail.