

TILAK MAHARASHTRA VIDYAPEETH, PUNE
B.A. – (VISHARAD) SOCIAL SCIENCES/YOG
EXAMINATION: APRIL / MAY – 2024
FIRST-YEAR
SEMESTER - I
Sub: Communication Skills (BAE-101)

Date: 29/04/2024

Total marks: 60

Time: 2.00 pm To 4.30 pm

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

- Q. 1. A) Answer the following in brief: (Any Two) (10)**
- 1 Discuss Jargon with suitable examples?
 - 2 Define Verbal Communication.
 - 3 What are the parts of communication? Explain.
 - 4 Define Slang. Explain with suitable examples.
- B) Write Short notes (Any Two) (10)**
- 1 Differences in Perception as Nonverbal Barrier
 - 2 Courtesy as a form of communication
 - 3 Process of Listening
 - 4 Facial Expression
- Q. 2. A) Answer the following in brief: (Any Two) (10)**
- 1 Write a note on Grapevine Communication.
 - 2 Write a note on Outward Communication.
 - 3 What is Cross-channel Communication? Explain.
 - 4 Explain the essentials of Written Communication.
- B) Write Short notes (Any Two) (10)**
- 1 Techniques for using Visual Aids
 - 2 Dictations
 - 3 Computer- Aided Communication
 - 4 Kinesics
- Q.3. A) Answer the following in brief: (Any Two) (10)**
- 1 Write a note on Internal Communication.
 - 2 Elaborate on Dyadic Communication.
 - 3 Discuss the barriers to efficient listening.
 - 4 State the importance of body language for effective communication.
- B) Write Short notes (Any Two) (10)**
- 1 Discuss the functions of Non-verbal Communication.
 - 2 Seven C's of Oral Communication
 - 3 Accuracy as a step of effective communication
 - 4 Clarity as a form of communication
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