

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

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**Date:** 29/04/2024

**Total marks:** 100

**Time:** 2.00 pm To 5.00 pm

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**Instructions:** Attempt all questions.

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- Q.1. Answer in detail (Any Two) (40)**
1. What is Communication? Explain its scope and importance.
  2. What is Listening? Discuss the barriers to listening.
  3. Write a critical note on the principles of listening.
  4. Write a descriptive note on essentials of Written Communication.
- Q.2. Answer in brief (Any Three) (30)**
1. Describe “Memo” as an example of Written Communication.
  2. Differentiate effective and Ineffective feedback.
  3. Write 7Cs of Communication.
  4. Write the Principles of Listening.
  5. State the Functions of communication.
- Q.3. Write short notes. (Any Two) (30)**
1. The techniques of delivery
  2. Group communication
  3. Panel interview
  4. Written communication
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