



**MAS-003-039101**

Seat No. \_\_\_\_\_

**B. Voc. (ACTECH) (Sem. I) (CBCS) Examination**

**October / November – 2016**

**Editorial Communication Skill**

**Faculty Code : 003**

**Subject Code : 039101**

Time : 2½ Hours]

[Total Marks : 70

1 Attempt following questions : 20

- (1) What is verbal communication?
- (2) What is non-verbal communication?
- (3) Who is sender?
- (4) Decoder is also known as \_\_\_\_\_
- (5) What is feedback?
- (6) He brings coffee for me.  
— Change the voice.
- (7) They are attending the seminar.  
— Change the voice.
- (8) The thief has been caught.  
— Change the voice.
- (9) We understand your problem.  
— Change into past tense.
- (10) They have kept it,  
— Change into past tense.
- (11) We \_\_\_\_\_ obey traffic rules.  
(shall, may, must)
- (12) \_\_\_\_\_ n I come in?  
(Would, May, Will)
- (13) This is a book, \_\_\_\_\_ are files.  
(those, these, that)
- (14) \_\_\_\_\_ students standing there are my friends.  
(Those, These, This)
- (15) My brother is afraid \_\_\_\_\_ dog.  
(on, in, of)

- (16) The sun \_\_\_\_\_ in the west.  
(sets, setting, set)
- (17) Look, somebody \_\_\_\_\_ there.  
(standing, is standing, stood)
- (18) We \_\_\_\_\_ definitely bring a gift for you.  
(can, will, shall)
- (19) Write two examples of non-verbal communication.
- (20) Notice is the type of \_\_\_\_\_ communication.

**2** Attempt the following : (any two) **20**

- (1) Explain oral communication in detail.
- (2) Explain the meaning and process of communication.
- (3) Write in detail about interview skills.
- (4) Which are the features of communication? Explain them.

**3** Attempt the following : (any two) **10**

- (1) Write a short note on Do's and Don'ts of Group Discussion
- (2) Write a note on written communication.
- (3) What is body language?
- (4) Write a short note on Do's and Don'ts of Presentation.

**4** Attempt the following : (any two) **20**

- (1) Write application letter for the post of a lecturer.
- (2) Write a report on a book exhibition held at your college.
- (3) Write a complaint letter to Sigma Courier for receiving damaged parcel of goods.
- (4) Write an inquiry letter for the latest models of computers for your college computer lab.