



**JAF-001-2021001** Seat No. \_\_\_\_\_

**B. S. W. (Sem. I) (CBCS) Examination**

**November – 2019**

**Communication Skills : Paper - I**

*(Social Work) (New Course)*

**Faculty Code : 001**  
**Subject Code : 2021001**

Time :  $2\frac{1}{2}$  Hours]

[Total Marks : 70

1 Explain communication process in detail using diagram. 10

**OR**

1 Discuss basic principles of written communication. 10

2 Explain the role of technical writing in business organization. 10

**OR**

2 Explain : Grape-vine. 10

3 Explain : Body Language. 10

**OR**

3 What are the principles of Oral Communication ? 10

4 (a) Discuss advantages and disadvantages of Oral Communication. 10

**OR**

(a) What are the planning and preparation necessary for written communication ? 10

(b) Fill in the blanks with appropriate tenses given in the bracket : 10

(1) The dog \_\_\_\_\_ at strangers. (bark)

(2) You \_\_\_\_\_ a letter when the bell rang. (write)

- (3) My mother \_\_\_\_\_ in a college. (teach)
- (4) I \_\_\_\_\_ to Goa next month. (go)
- (5) He \_\_\_\_\_ me to stay here for a month. (allow)
- (6) We \_\_\_\_\_ songs for a long time. (sing)
- (7) The soil \_\_\_\_\_ water very quickly. (absorb)
- (8) Kajal \_\_\_\_\_ for you for a long time. (wait)
- (9) Who \_\_\_\_\_ this ? (do)
- (10) Columbus \_\_\_\_\_ America. (discover)

**5** Short notes : (any **four**)

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- (1) Diagonal Communication
  - (2) Silence
  - (3) Advantages and disadvantages of written communication
  - (4) Space Language
  - (5) Upward Communication.
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