



**DCT-001-2021001**

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

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

**August - 2022**

**Communication Skills-1 : Paper-1**

*(Social Work) (New Course)*

**Faculty Code : 001**

**Subject Code : 2021001**

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

[Total Marks : 70

**Instructions :** (1) The marks of all the questions are the same.  
(2) Answer any five questions.

- 1 Explain communication process in detail using diagram. **14**
- 2 What are the planning and preparation necessary for written communication? **14**
- 3 What are the principles of oral communication ? **14**
- 4 Explain the role of technical writing in business organization. **14**
- 5 Explain : Body language. **14**
- 6 Discuss the types of communication with proper diagrams. **14**
- 7 Explain the major objectives of written communication. **14**
- 8 Fill in the blanks with appropriate tenses given in the brackets : **14**
  - (1) I \_\_\_\_\_ to her yesterday. (write)
  - (2) He \_\_\_\_\_ the sum for two hours. (solve)
  - (3) An honest man never \_\_\_\_\_ lie. (speak)

- (4) Anup \_\_\_\_\_ me about it yesterday. (tell)
- (5) Two and two \_\_\_\_\_ four. (make)
- (6) We \_\_\_\_\_ election verdict in TV since last monday. (watch)
- (7) \_\_\_\_\_ all your sheep \_\_\_\_\_ in the field now ? (graze)
- (8) Malaria \_\_\_\_\_ in the city for two weeks. (rage)
- (9) You \_\_\_\_\_ even if it rains. (come)
- (10) You \_\_\_\_\_ for Canada by this time tomorrow. (leave)
- (11) Who \_\_\_\_\_ this ? (do)
- (12) He \_\_\_\_\_ never \_\_\_\_\_. (complain)
- (13) I \_\_\_\_\_ good progress with my work. (make)
- (14) I \_\_\_\_\_ you in the bazar yesterday. (see)

**9 Short notes : 14**

- (1) Advantages and disadvantages of oral communication
- (2) Advantages and disadvantages of written communication

**10 Short notes : 14**

- (1) Paralanguage
- (2) Grapevine.

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