



DCT-001-12023001

Seat No. _____

B. S. W. (Sem. III) Examination

August - 2022

Communication Skills - III

Faculty Code : 001

Subject Code : 12023001

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

[Total Marks : 70

Instruction : Answer any five questions.

- 1 Discuss the importance of listening skill. 14
- 2 What is Group Personality? Explain the chief characteristics of Group Personality. 14
- 3 What is 'Meeting'? What are the objectives of meeting? 14
- 4 What are the objectives of data collection? 14
- 5 Write in detail about selection and preparation of visual aids for the presentation. 14
- 6 Write a letter to a friend to congratulate him/her for ranking 1st in class. 14
- 7 Write a letter to your friend of apology for not being able to attend birthday party. 14
- 8 Change the following sentences into passive voice : 14
(Any ten)
 - (1) The director will give you instructions.
 - (2) I am drafting a document now.
 - (3) The police finally caught the notorious thief.
 - (4) When are they sending the gift?
 - (5) They have cleaned the car.

- (6) Will she complete the story by the end of the day?
- (7) We must win the competition.
- (8) You should answer the easy questions first.
- (9) Tina had done this work.
- (10) The maid is sweeping the broken pieces of glass.
- (11) They will donate our old clothes to poor people.
- (12) The mechanic has repaired my car.
- (13) They sell many types of fish at the market every day.
- (14) She will have brought the tickets for the train.

9 Write short note : **14**

- (1) Projective and sensitive listening.
- (2) Physical barrier to listening.

10 Write short note : **14**

- (1) Role of a chairperson in meeting.
- (2) The importance of locale, audience and time for the presentation.
