



**DBJ-001-2025001**

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

**B. S. W. (Sem. V) (W.E.F. 2019) Examination**

**June - 2022**

**Communication Skills-5 : Paper-27**

*(Social Work)*

**Faculty Code : 001**

**Subject Code : 2025001**

Time: **2.30** Hours]

[Total Marks: **70**

- 1 Explain the types of interview. **14**
- 2 What is Fax? How does it work ? Explain its advantages and disadvantages. **14**
- 3 What are the essential features or characteristics of interview? **14**
- 4 What is professional skill? Explain etiquettes a professional is expected to observe. **14**
- 5 Discuss advantages and disadvantages of modern communication. **14**
- 6 Write an official letter to the district collector of Rajkot city appreciating his demolition drive on the encroached areas. **14**
- 7 Draft a report on the vaccination camp in your college. **14**
- 8 Draft a questionnaire on survey on the socio-economical condition of young aspirants in the metro city. **14**

- 9** Short notes: **14**
- (1) Explain the common mistakes in web writing.
  - (2) Styles of Interview
- 10** Short notes: **14**
- (1) State the important guidelines for interviewer.
  - (2) What is Email ? Discuss the advantages and disadvantages.
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