

FACULTY OF ARTS
B.A./ B.Sc. /B.Com./B.S.W. & B.B.A. (CBCS) III-Semester Examination,
December 2023/January 2024

Subject : SEC – I
Paper : Communication Skills

Time:1½ Hours

Max. Marks: 40

PART – A (2 x 5 = 10 Marks)
(Short Answer Type)

Note: Answer the following questions.

1. (a) What is fluency in speaking? Briefly explain.
(OR)
(b) What is enunciation? Explain its importance in communication.
2. (a) How important is pronunciation for clear understanding?
(OR)
(b) List the barriers for 'Listening' and explain on how they effect?

PART – B (2 x 15 = 30 Marks)
(Essay Answer Type)

Note: Answer the following questions.

3. (a) How can ideas and information be gathered from a given text?
(OR)
(b) What is the format for writing reports?
4. (a) How important is it to be digitally literate at the work place?
(OR)
(b) What are the advantages of using non-verbal communication in professional spaces?
