



Date: 18-06-2022

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

SECTION A

Answer any SIX of the following questions in about 200 words each: (6x10=60)

1. Illustrate the process of communication and its types.
2. Discuss the seven major skills involved in Public Speaking
3. Provide the various techniques and strategies to make your speech effective.
4. Describe the major Pitfalls in Public Speaking.
5. Explain the significance of body language in public speaking with examples.
6. Describe the techniques for drafting an impactful speech.
7. Explain various barriers of communication and how to overcome them.
8. Explain the guidelines for an effective group discussion.
9. Elaborate on various types of listening and explain the components of effective listening
10. Discuss various strategies for attending job interviews successfully.

SECTION B

Answer any TWO of the following questions in about 400 words each: (2x20=40)

11. Draft a Speech on the topic "The Role of Youth in Politics."
12. Imagine a group discussion with A, B, C, and D on the topic "Impact of Technology on Jobs". Write 5 rounds of four exchanges involving all the participants.
13. Write a job Application Letter and Curriculum Vitae to apply for the post of a reporter in a television channel.

&&&&&&&&&&&