

Note:

1. All questions are compulsory with internal choice.
2. Draw neat diagrams wherever necessary.
3. Figures to the right indicate full marks.

Q.1 Answer the following (any three)

- (a) Explain the importance of Technical communication. (15)
- (b) List out the tips to be followed during interview.
- (c) Write a note on Semantic barriers.
- (d) What are the types of report?
- (e) How do ethics play important role in professional communication?
- (f) Write a note on Poster designing with its importance.

Q.2 Answer the following (any three)

- (a) Write a detailed note on Management Information System [MIS]. (15)
- (b) Define Communication. Explain the process of communication briefly.
- (c) Briefly explain the communication across various functional areas.
- (d) Write a note on Email etiquettes.
- (e) Explain the detailed meaning of Listening.
- (f) What are the basic ethics to be followed in communication?

Q.3 Answer the following (any three)

- (a) Write a note on Communication Network. (15)
- (b) What do you understand by Superscription in business letters?
- (c) Distinguish between Debate and Group discussion.
- (d) What are various Physical barriers?
- (e) What guidelines to be followed while planning for audio-visual aids?
- (f) Describe the guidelines to be followed for Effective Presentation.

Q.4 Answer the following (any three)

- (a) Explain features of Technical communication. (15)
- (b) How does listening is different from hearing?
- (c) List out any five ways to overcome barriers to communication.
- (d) What are the best practices of Conversation management?
- (e) What are the types of Listening?
- (f) Write a note on Memorandum.

Q.5 Answer the following (any three)

- (a) What are the types of business meetings? (15)
- (b) What is the role of Correctness in effective communication?
- (c) Describe the barriers to listening.
- (d) Briefly explain the components of business letter.
- (e) List out the guidelines for writing Minutes of meeting.
- (f) What must be mentioned in the Subscription of a business letter?

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