

Attempt any four questions from Q-2 to Q-8

- Q-2 Attempt all questions (14)**
- a) Explain body language. Discuss its various aspects. 7
 - b) Explain the process of communication with diagram. 7
- Q- 3 Attempt all questions (14)**
- a) Write a detailed note on non-verbal communication. 7
 - b) What is communication? Write the functions & scope of communication. 7
- Q- 4 Attempt all questions (14)**
- a) Write short notes on notice and circular. 7
 - b) Compare and contrast between intra personal and extra personal communication 7
- Q-5 Attempt all questions (14)**
- a) Write short notes on facial expression and paralanguage 7
 - b) Compare and contrast between seminar and conference. 7
- Q- 6 Attempt all questions (14)**
- a) Write the advantages and disadvantages of oral and written communication. 7
 - b) Even after a long struggle the story *The Old Man and the Sea* ends with an unhappy ending. Elaborate. 7
- Q- 7 Attempt all questions (14)**
- a) Being the senior accountant of P. S. Pvt. Ltd, draft a memo against the junior accountant for reporting late in office. 7
 - b) Draft a notice inviting your staff and students for the Annual Day Function of your college. 7
- Q- 8 Attempt all questions (14)**
- a) Write a circular to your staff regarding a computer training programme at your department. 7
 - b) *The Old Man and the Sea* contributed much to the award of the Nobel Prize in Literature to Hemingway. Write your answer to support the view. 7

