

Q-3	Attempt all questions	(14)
a	Differentiate between verbal and non-verbal communication.	05
b	Write the difference between oral and written communication.	05
c	Write a short note on condolence meeting.	04
Q-4	Attempt all questions	(14)
a	Write an office memo warning an employee against his habit of reading magazines and newspapers during office hours.	07
b	As the chief librarian you wish to keep your library updated. How would you use the technology to do so?	07
Q-5	Attempt all questions	(14)
a	Write a notice informing the Library Science students about the changes in the schedule of their practical examination.	05
b	Write the tips for effective presentation skills. What roles do body language and voice qualities play in presentation?	05
c	Write about memo.	04
Q-6	Attempt all questions	(14)
a	Write in detail about non-verbal communication.	07
b	What do you understand by communication? Write the definition of communication and draw its diagram.	07
Q-7	Attempt all questions	(14)
a	Enlist the types of flow of communication. Explain any one with example.	07
b	What is a report? Write clearly your idea about annual report, event report and daily report.	07
Q-8	Attempt all questions	(14)
a	Write in detail some tips for effective telephonic conversation.	07
b	What is good questioning and listening skills? Explain.	07

