

- n) Traffic signal is a kind of
A. visual sign B. audio sign C. body language

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

- Q-2 Attempt all questions (14)**
A What is communication? Write the functions & scope of communication. 07
B Write a detailed note on non-verbal communication. 07
- Q-3 Attempt all questions (14)**
A Write short notes on notice and circular 07
B Compare and contrast between seminar and conference. 07
- Q-4 Attempt all questions (14)**
A You are selected for the post of Sr Account in Bharat Chemical, SNR. 07
Write a job acceptance letter.
B Write a note on the adventurous struggle of Santiago in The Old Man and 07
the Sea.
- Q-5 Attempt all questions (14)**
A Being the Administrative Officer, draft a memo against the Clerk for 07
reporting late in office.
B Draft a notice inviting your staff and students for the Annual Day 07
Function of your college
- Q-6 Attempt all questions (14)**
A Write a detailed note about the barriers of communication. 07
B Short note: 1. Inter Personal Communication 07
2. Intra Personal Communication
- Q-7 Attempt all questions (14)**
A Character sketch of Santiago. 07
B Write a job application to Divyajyoti Brothers & Co Rajkot for the post 07
of Accounts Assistant.
- Q-8 Attempt all questions (14)**
A Write the advantages and disadvantages of oral and written 07
communication.
B Write short notes on: 07
1. E-mail
2. Mass communication.

