Enrollment	C. U. SHAI Winter Ex				
Subject Nan	ne: Communication Skill in l	English-I			
Subject Cod	e: 4CO03CSE1	Branch: B	3.Com		
Semester: 3	Date: 24/11/2022	Time: 11:	00 To 02:00	Marks: 70	
(2) Instr(3) Draw	of Programmable calculator & uctions written on main answer neat diagrams and figures (if time suitable data if needed.	er book are strictly to	be obeyed.	bhibited.	
Q-1	Attempt the following ques	etions:		(14)	
a)	The word communication me	_	G .:cc		
b)	A. thought B. The word communication is	dress	C. tiffin		
D)		Greek	C. Latin		
c)			C. Lutin		
,	A. Ernest Hemingway B	. Arnold	C. Ben Johnson		
d)	, ,				
,		written	C. non-verbal		
e)	Intra Personal, Inter Personal, Extra Personal, mass, organizational etc. are the terms related with of communication				
		levels	C. types		
f)	The name of the aging fisher				
-)		Pedrico	C. Santiago	-	
g)	Santiago is a fisherm		\mathcal{E}		
G.		American	C. Egyptian		
h)	Which of the followings con				
	A. audio sign/video sign B.		C. notice/circular	•	
i)	Proximity refers to the maint		a .		
• \		time	C. voice		
j)	The Old man and The Sea pu		C 1052		
1-1	A. 1957 B.1 The Old man and The Sea is	1956	C.1952		
K)	A .Short heroic novel B.		C. Prose		
l)	The purpose of a circular is t	•	C. 1 105C		
-)	A. give warning	· -			
	B. circulate the information	l			



A. position of body B. small body movements C. eye contact

C. none of these

m) Posture in non-verbal communication means...

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

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

