

2003000204010002
EXAMINATION SEPTEMBER 2024 (ATKT EXAM)
BACHELOR OF SCIENCE (FOURTH SEMESTER)
WRITTEN AND SPOKEN COMMUNICATION SKILLS

[Time: As Per Schedule]

[Max. Marks: 50]

Instructions:

1. Fill up strictly the following details on your answer book
 - a. Name of the Examination : **BACHELOR OF SCIENCE (FOURTH SEMESTER)**
 - b. Name of the Subject : **WRITTEN AND SPOKEN COMMUNICATION SKILLS**
 - c. Subject Code No : **2003000204010002**
2. Sketch neat and labelled diagram wherever necessary.
3. Figures to the right indicate full marks of the question.
4. All questions are compulsory.
5. Indicate clearly the options you attempt.

Seat No:

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Student's Signature

Q.1 Answer briefly: (ANY FIVE)

10

- 1) What are some of the steps involved in problem solving?
- 2) How do developing sharp observation skills help you in solving problems?
- 3) What are the various sources of information about jobs?
- 4) What role does a smile play in human communication?
- 5) How would you deal with a member of your staff who comes in late every day?
- 6) Explain the proverb: God helps those who help themselves.
- 7) Explain the proverb: A happy face is the sign of a good heart.

Q.2 A Draft a dialogue on ANY ONE of the following situations:

7

- i) Ritesh apologises to his teacher for talking in class. Draft a dialogue.
- ii) Seema invites her friend Amrita to watch a film in the cinema hall. Draft a dialogue.

Q.2 B i) How does body language reveal human nature? Explain with examples.

7

OR

ii) Discuss the importance of interview skills in professional life.

7

Q.3 A i) Draft an interview conversation between the employers and a candidate for the post of a higher floor manager in a superstore. **8**

OR

ii) Make a list of around ten questions which can be asked to a candidate during an interview for the post of a junior clerk. Also draft relevant responses in the dialogue form. **8**

Q.3 B i) Draft a Resume for the post of a receptionist in a telecom company. **8**

OR

ii) Draft a Resume for the post of a secondary school English teacher. **8**

Q.4 Do as directed: **10**

- 1) As a child -----six, he drew a beautiful picture. (Insert a suitable preposition)
- 2) Your colleague does not cooperate with you. Reason with her instead of raising your voice. (Use a suitable conjunction to join the sentences)
- 3) The customer said, "What is the cost of this product." (Convert into indirect speech)
- 4) We told them you have to join our team tomorrow. (Punctuate the sentence in direct speech)
- 5) At any rate (Use the fixed expression in a sentence of your own)
- 6) You work for a well-known automobile company. (Frame a 'yes/no' question)
- 7) The face is the index of the mind. (Frame a 'wh' question)
- 8) My guest arrived lately. (Correct the sentence)
- 9) Rajat plays violin. (Correct the sentence)
- 10) Vijay is a sincere worker. He works hardly. (Correct the sentence)
