



RAN - 2003000204010002

RAN-2003000204010002 / 2003001104010002 / 2003030104010002 / 2011000304010002

S. Y. B. Sc. (Sem. - IV) Examination April - 2025

Written and Spoken Communication Skills

Time: 2 Hours]

[Total Marks: 50

सूचना : / Instructions

(1)

नीचे दृष्टावेव निशानीवाणी विगतो उत्तरवली पर अवश्य लभवी.
Fill up strictly the details of signs on your answer book

Name of the Examination:

S. Y. B. Sc. (Sem. - IV)

Name of the Subject :

Written and Spoken Communication Skills

Subject Code No.:

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Seat No.:

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Student's Signature

- (2) All questions are compulsory.
- (3) Indicate clearly the options you attempt,
- (4) Figures to the right indicate full marks.

Q. 1. Answer briefly: (ANY FIVE)

10

1. How does attending workshop and seminars to keep you up to date with developments in your area of work help you in solving problems?
2. What are the many forms of written communication in an organization?
3. What are the various sources of information about jobs?
4. How do you understand whether somebody needs help or not?
5. What do we need to keep in mind when we communicate through writing?
6. Explain the proverb: A happy face is the sign of a good heart.
7. Explain the proverb: Necessity is the mother of invention.

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

07

- i. Shudha invites her friend Daksha to watch a movie. Draft a dialogue.
- ii. Heena invites her colleague Asha to a party arranged on her parent's twentyfifth wedding anniversary. She agrees to be present. Draft a dialogue.

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Q. 2. B. i. Discuss the importance of interview skills in professional life. **07**

OR

ii. Discuss on the necessity of matching our words with our deeds to communicate effectively.

Q. 3. A. i. Draft an interview conversation between the employers and a candidate for the post of a manager in a bank. **08**

OR

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

Q. 3. B. i. Draft a Resume for the post of a sales manager in a textile company. **08**

OR

ii. Draft a Resume for the post of a Secondary School Teacher in Mathematics.

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

1. Joe Larrabee came _____ the Middle West. (Insert a suitable preposition)
2. Akila is a physically challenged girl. She does not want sympathy from anybody. (Use a suitable conjunction to join the sentences)
3. The new recruit said, "Yes sir, I will wear it right away." (Convert into indirect speech)
4. The doctor said do not smoke. (Punctuate the sentence in direct speech)
5. At first glance (Use the fixed expression in a sentence of your own)
6. Our college offers a campus placement service. (Frame a 'yes/no' question)
7. A larger part of any message is communicated through vocal and visual elements. (Frame a 'wh' question)
8. I am having a Honda City car. (Correct the sentence)
9. One of the boys have qualified in the entrance test. (Correct the sentence)
10. My guest arrived lately. (Correct the sentence)