

S.NO: 195

BATCH: 2014, 2015

Reg. No:

13

END OF SEMESTER EXAMINATIONS, NOVEMBER – 2017  
EFFECTIVE COMMUNICATION  
SUBJECT CODE : 14UAEN15

MAJOR : B.A LITERATURE  
TIME : 3 HOURS

SEMESTER : V  
MAX. MARKS : 75

SECTION – A (5 x 3 = 15)

ANSWER ANY FIVE QUESTIONS:

1. Define Note Making.
2. Write a note on a working bibliography.
3. Explain the term Panel Interview.
4. Why Group Discussion?
5. Define team spirit.
6. State the manifestations of Positive Attitude.
7. Define Kinesics.

SECTION – B (5 x 4 = 20)

ANSWER ANY FIVE QUESTIONS:

8. Write briefly on thesis writing.
9. Explain the six elements of a letter.
10. Explain the parts of a Resume.
11. How to conduct a Mock Interview?
12. How to measure EI?
13. How humour and laughter helps a person
14. What are the types of specialized telephone calls?
15. Write a note on Non – Verbal Communication.

SECTION – C (4 x 10 = 40)

ANSWER ANY FOUR QUESTIONS:

16. Narrate a story, which you liked immensely as a child.
17. Draft a circular letter announcing the introduction of a New Product.
18. Attempt an essay on Report Writing strategies.
19. What are the Successful Group Discussion techniques?
20. Give your suggestions to develop the positive attitude.
21. Write an essay on Time Management.
22. Explain the Cultural differences in Non – Verbal Communication.

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