

Seat No.: _____

Enrolment No. _____

PARUL UNIVERSITY
DEPARTMENT OF PARAMEDICAL AND HEALTH SCIENCES
1st Internal Exam, March 2022

Year: 1st year B.Sc.

Date: 11 /03/2022

Subject code: 19100165

Time: 10:30 am

Subject Name: COMMUNICATION SKILLS

Total Marks: 30 marks

Instructions:

1. Attempt all questions from each section
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary

Q1. Answer the following Questions (Any Two) (Each 7.5 Marks) (15)

1. What are the characteristics of an effective speaker? Justify your answer with a few examples.
2. You are not happy with the job role offered to you. Write an e-mail to your Boss stating that you plan to quit.
3. Explain the elements of communication in detail.

Q2. Answer the following Questions (Any Two) (Each 5 Marks) (10)

1. What is the importance of Listening?
2. Explain the role of Communication in Business.
3. Compare the features of oral and written communication.
4. What is the role of body language in making a Presentation?

Q3. Answer the following Questions (Any Five) (Each 1 Mark) (05)

1. Define Communication.
2. State one problem in Group Communication.
3. Define Listening Activity.
4. What are the four steps of Listening?
5. Define Body Language.
6. What is Verbal and Non-Verbal Communication?
7. State a few barriers of effective communication.