

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
BSW, Summer 2018-19 Examination

Semester: 3

Date: 03/05/2019

Subject Code: 10193201

Time: 10:30am To 01:00pm

Subject Name: Communication Skills - I

Total Marks: 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 A) Do as directed.**(10)**

1. Interview structure includes _____.

a) coaching	b) closing
c) counseling	d) delegation
2. Controlling the audience include _____.

a) eye contact	b) gesture
c) your face	d) all of the above
3. STAR means _____.

a) situation track action results	b) situation tracking action results
c) situation task action results	d) situation task action review
4. BBI means _____.

a) behavior based interviewing	b) behavior basic interview
c) behavior broad interviewing	d) behavior basic information
6. What is the best advice you can get when it comes to successful interviewing?

a) get good night's sleep beforehand	b) be prepared
c) sit up straight	d) don't eat too much
7. When the interview is completed, what should you do?
 - A. go home and take rest
 - B. go home and write a thank you
 - C. go home and call the interviewer right away and ask more questions
 - D. all of the above
8. Communication is a non-stop _____.

a) Paper	b) Process
c) Program	d) Plan
9. Communication is a part of _____ skill.

a) Soft	b) Hard
c) Rough	d) Short
10. The _____ is a person who transmit the message

a) Receiver	b) Sender
c) Driver	d) Cleaner

B) Do as directed. (Write meaning of the given idioms and use them sentences)**(08)**

1. Beat around the bush
2. Barking up the wrong tree
3. Kill two birds with one stone
4. Best of both worlds
5. Blessing in disguise
6. Don't put all your eggs in one basket
7. Elvis has left the building
8. Feel a bit under the weather

- Q.2 A) Explain four types of essay in detail** (08)
B) Yesterday it was your first day in your new collage. You made new friends. Write about your experiences and feelings about the new collage in your diary. (06)
- Q.3 A) Reading comprehension - From selected Articles of India Today.** (06)
.Student Volunteers Needed!

On Saturday, December 12th, from 10 A.M. until 4 P.M., Carverton Middle School will be holding a music festival in the school gymnasium. The special event will feature a variety of professional musicians and singers.

Task	Time	Date
Make posters	1 P.M.–4 P.M.	December 5th
Set up gym	11 A.M.–4 P.M.	December 11th
Help performers	9 A.M.–4 P.M.	December 12th
Welcome guests	10 A.M.–2 P.M.	December 12th
Clean up gym	4 P.M.–7 P.M.	December 12th

Interested students should speak with Ms. Braxton, the music teacher. Students who would like to help at the festival must have written permission from a parent or guardian.

Answer the following questions:

1. What time will the festival begin?
2. What is the time of Welcoming the guests?
3. Which school will be holding a music festival?
4. Which date is selected for making posters?
5. What time of clean up gym?
6. Which time of Set up the gym?

B) How do I know if I am in a stress interview? (04)

Q.4 Descriptive writing in around 200 words. (18)

1. Write an essay on what is the best role of news reporters in a digital era?
2. Write an essay on importance of internet.
3. Write an essay on should students be allowed to have cell phones in elementary and high schools?