

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

Semester: 4

Subject Code: 10193251

Subject Name: Communication Skills - II

Date: 25/04/2019

Time: 10:30am to 1:00pm

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 Choose the correct option:**(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. BBI means _____.
 A. behavior based interviewing
 B. behavior basic interview
 C. behavior broad interviewing
 D. behavior basic information
4. STAR means _____.
 A. situation track action results
 B. situation tracking action results
 C. situation task action results
 D. situation task action review
5. I bought a **beautiful** dress at the mall.
 A. preposition
 B. verb
 C. adjective
 D. pronoun
6. I left my shoes **under** the kitchen table.
 A. preposition
 B. noun
 C. adjective
 D. pronoun
7. I'm sure I've **met** your girlfriend before.
 A. preposition
 B. verb
 C. adjective
 D. pronoun
8. Andy knocked on the door **but** nobody answered.
 A. preposition
 B. conjunction
 C. adjective
 D. pronoun
9. **Well**, I don't think I'll be home before 6 o'clock.
 A. preposition
 B. conjunction
 C. adjective
 D. interjection
10. 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 before you go
11. When the interview is completed, what should you do?
 A. go home and take rest
 B. go home and write a thank you follow-up
 C. go home and call the interviewer right away and ask more questions
 D. all of the above
12. The _____ body of the presentation should be broken into short and clear units.
 A. Main
 B. Middle
 C. Upper
 D. Lower
13. Which is come in to stress interviews?
 A. No breathing time
 B. Relax
 C. Confidence
 D. None of this
14. Mandy was _____ years old.
 A. 24
 B. 27
 C. 26
 D. 28

15. A week later, Mandy had bitten her nails only ____ times.

- A.4
- B. 5
- C.3
- D. 7

16. _____ is the important in Presentation skills.

- A. audience
- B. both
- C. negativity
- D. none of this

17. Apple of discord means _____.

- A. root cause of fight
- B. straight forward
- C. 13
- D. unwell

18. To get in to hot water means _____.

- A. 13
- B. difficult situation
- C. wrong direction
- D. trouble

19. Build castle in the air means _____.

- A. 13
- B. difficult situation
- C. day dreaming
- D. trouble

20. This story is (Interesting) than that story.

- A. more interest
- B. most interesting
- C. interesting
- D. more interesting

Q.2 A) Match the following:

(6)

- | | |
|-----------------|---------|
| 1.verb | dog |
| 2. noun | teach |
| 3. adjective | quickly |
| 4. adverb | large |
| 5. preposition | wow |
| 6. Interjection | at |

B) Fill in the blanks with the correct degree of the adjective given in the brackets:

(4)

1. Raveena is (tall) than her sister.
2. The Alps are the (high) mountain ranges in Europe.
3. I can run than you. (fast)
4. She is (old) than him.

Q.3 A) Prepare your own resume for job:

(10)

Q.3 B) Answer the following questions:

(12)

1. Write down 10 good and 10 bad habits.
2. Elaborate the types of the interview.
3. Explain Before and during interview.

Q.4 Answer the following questions: (any three)

(18)

1. What are the characteristics of a presentation?
2. What are the advantages of using social media?
3. What are the disadvantages of group discussion?
4. What are the types of presentation skills?