

**M.Sc. FOOTWEAR TECHNOLOGY
(MSCFWT)**

Term-End Examination

December, 2015

MFW-039 : COMMUNICATION SKILLS - III

Time : 3 hours

Maximum Marks : 70

*Note : Attempt any **seven** questions. All questions carry equal marks.*

1. Why are debates needed ? How should one prepare to participate in a debate ? What should be avoided during a debate ? 10
2. How can one handle Question-Answer session effectively after a presentation ? Discuss in detail. 10
3. What are the various important office manners and etiquettes ? Describe them. 10
4. "Group Discussions play a very important role while judging the right candidate by the HR." Do you agree ? Discuss the factors to be considered, while participating in Group Discussions. 10
5. What is the format of an effective business presentation ? Elaborate with suitable examples. 10

6. What are the rules for writing a business letter ?
Prepare a format as an example. 10
 7. What preparations will you make before
appearing for an interview ? 10
 8. List down at least seven qualities of an effective
interviewer. 10
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