

00105

**POST GRADUATE CERTIFICATE IN  
INFORMATION AND ASSISTIVE  
TECHNOLOGIES FOR INSTRUCTORS OF  
VISUALLY IMPAIRED (PGCIATIVI)**

**Term-End Examination**

**December, 2017**

**MVEI-014 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Weightage : 35%*

*Note : All questions are compulsory. All questions carry equal weightage.*

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1. Write short notes on any two of the following in about 300 words each :
  - (a) Teaching and learning through the internet
  - (b) Benefits of S.M.S. and E-mail as means of communication
  - (c) Documents required for a portfolio
  - (d) Written Vs oral communication
  
2. Answer the following question in about 600 words :

As a Career Counsellor how will you guide job seekers to write their portfolio.  
While applying for a job. You may use the following points.

  - Curriculum vitae
  - Materials to include and their arrangement
  - Web-version of portfolio

3. Answer the following question in about 600 words :

You are the Manager of an organization. There has been an accident in the factory. Four employees are injured. Prepare a report using the following points.

- Reasons for wall collapse
  - Medical help for the injured
  - Financial help given to the family of the injured
  - Claim sent to Insurance Company
  - Seek advice on the quality of construction material used
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