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MVEI-014

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

Term-End Examination

December, 2020

MVEI-014 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Weightage : 35%

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

1. Write short notes on any *four* of the following in about **150** words. Give examples where necessary :
 - (a) The importance of small talk at the workplace.
 - (b) How to write a good self-profile.

P. T. O.

- (c) The difference between a C. V. and a Portfolio.
 - (d) Characteristics of a good report.
 - (e) The role of a career counsellor.
 - (f) The anatomy of a discussion.
2. Answer the following question in about **600** words :

Imagine that you are working in a business organisation. Write a job description listing your responsibilities. Make sure you write in detail about your responsibilities.

Or

You are working for a company manufacturing different types of visual aids. The company wants to introduce a new type of visual aid. Write a report to your general manager, stating what your marketing strategy is going to be.

[3]

3. Answer the following question in about **600** words :

You want to apply for the post of a teacher in a school for visually impaired students. Write an application stating your qualifications and justifying your candidature for the post.