

No. of Printed Pages : 3

MVEI-014

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

Term-End Examination

December, 2022

MVEI-014 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Weightage : 35%

Note : (i) *All questions are compulsory.*

(ii) *All questions carry equal weightage.*

1. Write short notes on any **four** of the following in about **150** words each :
 - (a) The difference between written and oral forms of communication

P. T. O.

- (b) The importance of small talk in business
 - (c) Using visuals effectively in presentations
 - (d) The importance of a portfolio for a job
 - (e) Different types of reports
 - (f) Creative job hunting
2. Answer the following question in about **600** words :

You are interviewing for a job as a field sales representative. Choose a product that you might have to sell in such a job and prepare a five-minute sales presentation on it. You may use about 10 slides.

Or

You receive an interview call from a company. What are some of the things you can prepare and practise to make a strong and positive impression during the interview ? Also make a list of about 10 questions which you anticipate that the interviewers could ask you.

[3]

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

You see an advertisement for a job you are interested in. Draft a detailed CV for the job. Also write a letter of application along with the CV.