

**POST GRADUATE DIPLOMA IN
INDUSTRIAL SAFETY (PGDINDS)**

Term-End Examination

December, 2022

**MIS-026 : COMMUNICATION SKILLS FOR
INDUSTRIAL SAFETY PERSONNEL**

Time : 3 hours

Maximum Marks : 70

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

1. What is Communication ? Explain the concept and process of communication. 14

2. (a) Explain the applications of ICT in any two sectors of your choice. 7
(b) Write a short note on the future of ICT. 7

3. Write short notes on any **two** of the following : $2 \times 7 = 14$
 - (a) Abstract and Executive Summary
 - (b) Incident Report
 - (c) Report Writer's Pyramid

4. (a) Differentiate between a leader and a manager. 7
- (b) Explain and leadership theory of your choice. 7
5. What are the common writing mistakes that new writers make ? Explain with examples. 14
6. (a) Explain the types of presentations. 7
- (b) What are the digital tools used for making a presentation ? 7
7. What is the importance of reading ? Explain the steps involved in the process of reading. 14
8. Explain the types of interpersonal skills, with examples. 14
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