

00432

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

Term-End Examination

June, 2015

MVEI-014 : COMMUNICATION SKILLS

Time : 2 hours

Maximum Weightage : 35%

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- Note :** (i) *All questions are compulsory.*
(ii) *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) Written vs. Oral Communication
 - (b) A good Curriculum Vitae (CV)
 - (c) Participating in a Discussion
 - (d) Types of Reports

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

You are the headmistress/headmaster of a school. A fire has occurred in the cafeteria, which is under your supervision. Write a report to the management stating the cause of the fire, the damage to the property, the steps taken by you for extinguishing the fire and what have you done to restore the cafeteria.

3. Prepare presentation on **any one** of the following in about **600** words :
- (a) The purpose and function of a piece of equipment typically used in your field.
 - (b) The importance of organizing a portfolio.
 - (c) The achievements of your institution in the past year.
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