No.	of	Printed	<b>Pages</b>	:	2
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MFW-004

## Term-End Examination June, 2012

MFW-004: COMMUNICATION SKILLS-I

Time	: 3 hours	Maximum Marks	: 70
Note	: Attempt any 7 questions. Al marks.	l questions carry eq	ıual
1.	Explain the process of commun diagram depicting the essential or process.	•	10
2.	What factors contribute to the or of a person? What can the person through his / her appearance?	son communicate	10
3.	Narrate a specific incident in proved helpful to you and anoth listening harmed you to some e	ner in which poor	10
<b>4.</b>	How can you overcome stage presentation?	fright during a	10

- 5. In what types of situations will communication .10 through an email will be more effective than communication through telephone?
- 6. Why is communication called the lifeblood of an organisation? Think of two common organisational problems that can arise because of lack of communication between the marketing and finance departments of an organisation.
- 7. How is cross culture communication increasingly becoming relevant in the times of globalization?
- 8. Write short notes on *any* 2:

5+5

- (a) deceptive tactics
- (b) perception barrier
- (c) grapevine.
- 9. How will you prepare yourself for a face to face to conversation with a very important client who is upset with you on some matter?
- 10. What points about choice of words and sentence construction, you must keep in mind for effective verbal communication?