

00128

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

**Term-End Examination**

**June, 2018**

**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 two of the following in about 300 words each :
  - (a) Basic difference between a resume and a portfolio
  - (b) Formal and Informal report
  - (c) Features of a good conversation
  - (d) Uses of portable cellular phone
  
2. Answer the following question in about 600 words :

What are the characteristics of a good report ?  
Using the following points as guidelines prepare a Survey Report :

  - Completeness

- Clarity
- Facts given are verified
- Concise
- Objectivity
- Proper display of material

3. Answer the following question in about 600 words :

Prepare a curriculum vitae using the following points as guidelines :

- Write about yourself
  - Preparedness to meet new challenges
  - Dedication and hard work
  - Team work
  - Leadership
  - Foresight
-