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MVEI-014

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

Term-End Examination

June, 2020

MVEI-014 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Weightage : 35%

*Note : All questions are compulsory. All questions
carry equal weightage.*

1. Write short notes on any *four* of the following in about 150 words each :
 - (a) Writing appropriate e-mails
 - (b) Different forms of communication
 - (c) Relationship between sound and spelling
 - (d) Stages of a presentation
 - (e) Preparing for a job interview
 - (f) Different types of reports

P. T. O.

2. Answer the following question in about 600 words :

Ms. Sadana Sardesai has been nominated the "Young Business Women of the Year" for her contribution to introducing new mobile technology and ethical practices in her business. Write a profile of Ms. Sardesai where you talk about her achievements in terms of :

- (a) her education
- (b) achievements in her company
- (c) ethical practices in her company
- (d) her personal interests

(You could add your own points.)

Or

You are a part of a group discussion on 'corporate social responsibility'. Write out the discussion using the following points :

- (a) Importance of companies participating on social issues
- (b) Issues they should concentrate on

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(c) Different ways in which companies can contribute.

3. Answer the following question in about 600 words :

- You are giving advice to a young colleague who is to make a presentation which is important to your company. Write a conversation between yourself and the colleague where you give her tips on 'a good presentation'.