

BLI-225

BACHELOR IN LIBRARY AND INFORMATION SCIENCE

(BLISOL)

COMMUNICATION SKILLS

Time: Three Hours

Maximum Marks: 100

Note: The question paper is in three Parts. Attempt all the Parts.

Part-A (5×4=20)

Note: Attempt any five questions out of seven questions. Each question carries 4 marks.

1. Explain why communication skills are important.
2. How would you introduce 19 Nov. to your friends who are not familiar with the university?
3. What are the different types of report writing?
4. Explain why preparing a portfolio is worth the time and effort.
5. Explain how language can be a barrier to understanding a new culture.
6. Explain non-verbal communication.
7. How does body language play an important role in effective communication?

Section–B ($5 \times 10 = 50$)

Note: Attempt any five questions out of seven questions. Each question carries 10 marks.

8. Explain methods of writing.
9. Discuss what the members of the interview board look for in a candidate during an interview.
10. Explain the role of social skills in society.
11. What are the main points to be mentioned while preparing a portfolio?
12. Explain why listening is so important in effective communication.
13. Discuss the importance of verbal communication.
14. Explain telephone etiquettes.

Section–C ($2 \times 15 = 30$)

Note: Attempt any two questions out of three questions. Each question carries 15 marks.

15. ‘Social skill are important because they are the foundation for building a positive relationships with people.’ Justify this statement.
16. ‘Body language is noticed by everybody but is not always given enough attention.’ Examine this statement in the light of your experience.
17. What are the objectives of conducting a group discussion? Explain what are the DONTs in a group discussion.