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MIS-026

**P. G. DIPLOMA IN INDUSTRIAL
SAFETY (PGDINDS)**

Term-End Examination

June, 2023

**MIS-026 : COMMUNICATION SKILLS FOR
INDUSTRIAL SAFETY PERSONNEL**

Time : 3 Hours

Maximum Marks : 70

***Note** : Attempt any **five** questions. All questions
carry equal marks.*

1. Explain the importance of verbal and non-verbal communication skills in our day-to-day communication. 14

2. Write short notes on any *two* of the following :

7×2=14

(a) Pre-writing

(b) Drafting

(c) Revising

P. T. O.

3. Explain the structure of a technical article with the help of a topic of your choice related to industrial safety. 14
4. Explain the steps involved in decision-making process. 14
5. Your organisation has decided to celebrate 'savings day'. You are required to give a speech to your co-workers on the 'Importance of savings.' Write a speech in **500** words keeping the structure (introduction, body and conclusion) in mind. 14
6. What is emotional intelligence ? How is it useful in an organizational set-up ? 5+9
7. (a) Elaborate on the features of a good presentation. 7
(b) Explain the need and importance of digital presentation. 7
8. Explain the importance and kinds of visual elements in technical writing. 14