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MVEI-014

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

Term-End Examination

June, 2024

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) Difference between written and oral forms of communication.
 - (b) Key features of a portfolio.
 - (c) Creative job searching.
 - (d) Mention *three* points about body language that one should pay attention to when facing an interview.

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(e) Major characteristics of work ethics.

(f) Importance of portfolio for a job.

2. Answer the following question in about **600** words :

You are applying for a job as a sales representative. Choose a product that you will have to sell and prepare a presentation of 10 slides about the product.

Or

You have received an interview call for a job. Make a list of things to practice about making a good impression using your body language.

3. Answer the following question in about **600** words :

There has been a fire accident in your office. You are the Regional Manager. Prepare a report of the accident giving details and reason for the accident.