

**M.Sc. FOOTWEAR TECHNOLOGY
(MSCFWT)**

00380 Term-End Examination

December, 2017

MFW-039 : COMMUNICATION SKILLS - III

Time : 3 hours

Maximum Marks : 70

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

1. Write down at least seven good qualities of an effective interviewer. 10
2. What are the five advantages of oral communication over written communication ? 10
3. What is the format of an effective Business Presentation ? Explain with suitable example. 10
4. What are the fundamentals of writing a press release ? 10

5. What are the factors that you should take care of while participating in a group discussion ? 10

 6. Discuss in detail the proper dressing and grooming norms for men and women in the corporate world. 10

 7. What should the conduct of a candidate be during an interview in terms of body language and verbal communication ? 10

 8. What are the important office mannerisms ? Describe these in brief. 10
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