

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

Term-End Examination

December, 2019

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) Distinguish between written and oral communication.
- (b) The importance of small talk in business.
- (c) How to overcome anxiety while making presentations ?
- (d) The importance of visual aids in making presentations.
- (e) Body language during an interview.
- (f) The layout of a formal letter.

2. Answer the following questions in about 600 words :

You have joined a new office and have been asked to say a few words about yourself. Write a self profile in about 600 words in which you can present as an introduction of yourself. You may include the following :

- name and responsibility in the company.
- educational background.
- special way in which you would contribute at your workplace.
- personal qualities which could be useful at the workplace.
- hobbies/interests.

(You may add more points.)

OR

What is a portfolio ? How is it different from a resume ? What is its importance ? Write a brief portfolio of yourself.

3. Answer the following question in about 600 words :

You have been asked to organize some events to commemorate women's day. Write a dialogue between you and your boss on the various aspects that you should include to celebrate this day.