

BACHELOR'S DEGREE PROGRAMME / BHM

Term-End Examination

December, 2021

ELECTIVE COURSE : ENGLISH

BEGE-103 : COMMUNICATION SKILLS IN ENGLISH

Time : 3 hours

Maximum Marks : 100

Note : Answer any **five** of the following questions. All questions carry equal marks.

1. Write short answers on any **two** of the following. Give examples wherever necessary. 20
 - (a) What purpose does a cover letter serve ?
 - (b) What things must be kept in mind while writing formal reports ? List them.
 - (c) It is important to avoid plagiarism. What are the three ways which help us in avoiding plagiarism ?

2. Answer any **one** of the following questions. 20
 - (a) List some of the skills from the cluster of soft skills and discuss their importance in the workplace.
 - (b) How important are communication skills in a developing country like India ? Give examples from the world around you.

3. Your friend is appearing for a job interview. What are some of the things your friend should keep in mind while preparing for the interview ? 20

 4. People in a group may have different ideas or different ways of expressing their ideas. As a group member, what should you keep in mind while interacting with others in a group ? Give examples to illustrate your point. 20

 5. When television was set up, it was not imagined to be just an entertainment medium. Do you think TV does more than simply entertain us ? Give reasons and examples to support your response. 20

 6. How is our everyday life impacted by multimedia ? What should we keep in mind to ensure that our message is communicated properly ? Give examples to illustrate your point. 20

 7. What are rhetorical devices ? What role do they play in communication ? Give examples from your life to support your answer. 20
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