

No. of Printed Pages : 2

**MVEI-014**

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

**Term-End Examination**

**December, 2023**

**MVEI-014 : COMMUNICATION SKILLS**

*Time : 2 Hours*

*Maximum Weightage : 35%*

---

**Note :** (i) *All questions are compulsory.*

(ii) *All questions carry equal weightage.*

---

---

1. Write short notes on any **four** of the following in about **150** words each :
  - (a) Features of a good conversation
  - (b) Importance of small talk in business
  - (c) Difference between portfolio and resume
  - (d) Different types of reports
  - (e) Role of visuals in presentations
  - (f) Behaviour and requirements for a discussion

**P. T. O.**

[ 2 ]

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

You want to make a good impression in the upcoming interview. How would you practise for it ? Make a list of about 10 questions that the interviewer could ask you.

*Or*

You are applying for the job of a teacher. Prepare a CV, listing your education and work experience (voluntary, internship etc.) among other headings. Also write a letter of application along with the CV.

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

The office space is getting inadequate and the office manager has asked you to find it find a suitable, spacious place/building where the office can be shifted. Write a survey report recommending new office space.