

**POST GRADUATE DIPLOMA IN  
INDUSTRIAL SAFETY (PGDINDS)**

**Term-End Examination**

**December, 2023**

**MIS-026 : COMMUNICATION SKILLS FOR  
INDUSTRIAL SAFETY PERSONNEL**

*Time : 3 Hours*

*Maximum Marks : 70*

---

**Note :** *Attempt any **five** questions. All questions carries equal marks.*

---

---

1. Explain the meaning and importance of screening and follow up interviews. 14
2. What is research ? Why is it important in today's times ? Enumerate and explain the various sources of information for research.  
2+5+7
3. What is SWOT analysis and what are its advantages ? What does each factor of this tool describe ? 2+5+7

**P. T. O.**

[ 2 ]

4. How are emotions and mood different ? What is their importance at the workplace for a safety personnel ? 14
5. (a) State the importance of language skills. 7  
(b) Explain the *four* primary types of reading.7
6. (a) Differentiate between a team and a group. 7  
(b) What are virtual teams ? Explain the characteristics of virtual teams. 7
7. Write short notes on the following :  
(a) Follow up after an interview 7  
(b) Qualities that a recruiter looks for in a candidate 7
8. What is a project report ? Explain its structure and functions. 4+10