

00355

M.Sc. FOOTWEAR TECHNOLOGY (MSCFWT)

Term-End Examination

June, 2012

MFW-039 : COMMUNICATION SKILLS - III

Time : 3 Hours

Maximum Marks : 70

Note : Attempt all questions.

1. Attempt *any five* of the following :

- (a) What are the key points one should remember while making an effective written communication ? 5
- (b) What are the key points one should remember while making one's own introduction during an interview ? 5
- (c) What are the different types of written communications ? 5
- (d) What is the impact of persuasive talking in a public speech ? 5
- (e) What is the importance of written communication ? 5
- (f) What is the importance of verbal and non-verbal communications during an interview ? 5

2. Attempt *any three* of the following :
- (a) Write a note on what you mean by discussion. Why is a leader necessary for a discussion ? 10
 - (b) What is Group Discussion and what is its importance ? 10
 - (c) How will you prepare your self for a successful interview ? 10
 - (d) What are the various techniques employed for selection interview ? Discuss their relative merits and demerits. 10
3. Give a detailed explanation about the preparation before giving an interview. Also list some expected questions to be asked in an interview. 15
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