

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 Define Professional Communication. Explain the process of communication.
- Q.24 Define mock interview. Write its benefits & Explain the tips for mock interview.
- Q.25 Define Group discussion. Explain the techniques of effective Questioning & Clarifying.

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3rd Semester/ Library & Information Science Subject : Professional Communication-II

Time : 3 Hrs.

M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 What is the Primary purpose of circular?
- a) To provide information to a specific group of people
 - b) To issue formal orders.
 - c) To communication internally within an or
 - d) None of these
- Q.2 Which of the following is a barrier to effective communication?
- a) Noise
 - b) Cultural difference
 - c) Lack of clarity
 - d) All of these
- Q.3 Which one is odd?
- a) Eyebrow raise
 - b) Clapping
 - c) Thumbs up & down
 - d) Speaking

- Q.4 What is the primary purpose of agenda?
- a) To record the decision
 - b) To provide suggestion
 - c) To outline the topics to be discussed and decisions to be made
 - d) None of these

- Q.5 Which is not the example of formal communication?
- a) Agenda
 - b) Notice
 - c) Corrigendum
 - d) All of the above

- Q.6 Where is the signature typically place in a formal?
- a) Below the Salutation
 - b) Above the closing
 - c) After the body
 - d) Below the inside address

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Communication is a _____ of facts, ideas and opinions by two or more persons.
- Q.8 7c's are guidelines for effective communication. (True/False)
- Q.9 Write any two quality of an good abstract.

- Q.10 Forwarding letter is the main component of Agenda. (True/False)
- Q.11 Job application is the example of written communication. (True/False)
- Q.12 Write the full form of C.V.

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Describe the types of communication.
- Q.14 Define resume & write its five characteristics.
- Q.15 Write any four barriers in listening skills.
- Q.16 Differentiate between formal and Informal communication.
- Q.17 Describe various techniques for effective communication.
- Q.18 Write a short note on minutes of meeting.
- Q.19 Write the components of Resume.
- Q.20 Write a letter for placing order for books.
- Q.21 Write any four tips for facing a job-interview.
- Q.22 Write any four purpose of group discussion.