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**Maulana Azad National Urdu University**

Department of English

**BSC (English Communication Skills)**

I Semester Examination, Nov/December-2015

Paper: **English Communication Skills**

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**Time: 3 hours**

**Total Marks: 70**

**Part –A (Short Answer)**

**1. Write short notes on any TWO of the following**

**5 x 2 =10**

- 538
- a. Group Communication
  - b. Note taking and Note making
  - c. Skimming and Scanning
  - d. Barriers to Communication

**PART-B (Essays)**

**Note: Answer ALL the following questions**

**15 x 4 =60**

1. a) What are the major objectives of Communication? Discuss about the various channels of communication.

(OR)

b) Write the importance of body language through gestures in non-verbal communication.

2. a) Interpersonal chemistry is very important in interviews. Do you agree with this statement? Elaborate.

(OR)

b) Discuss the techniques in giving effective presentation.

3. a) What is the difference between "monologue and dialogue"? Discuss.

(OR)

b) The content of a public speech is very important. How do you make it impressive and organized?

4. a) How would you differentiate analysis and interpretation? Justify.

(OR)

b) What are the merits and demerits of silent reading and loud reading?

5. a) Write a report on "Azad Day Week Celebrations" highlighting the main events.

(OR)

b) Write short notes on the role of each in communication:

(a) Documenting

(b) Letter Writing