

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 2598

G

Unique Paper Code : 2036000005

Name of the Paper : SEC: Personality Development
and Communication (Regular)

Name of the Course : Skill Enhancement Course

Common Prog. Group

Semester : I

Duration : 1 Hour

Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Candidates have to answer **ANY THREE** questions.
3. **All** questions carry equal marks (10 marks)

1. Explain the Process of Communication with the help of a suitable diagram. (10)

P.T.O.

2. You are a Branch Manager in a leading private bank. Write a letter of appreciation for your staff members to motivate them to perform their duties with utmost dedication and sincerity. (10)
3. What are the various types of presentations? How does one : (5+5)
- (a) Prepare for a presentation
 - (b) Deliver a presentation
4. Differentiate between Verbal and Non-Verbal Communication with the help of suitable examples. (10)
5. Write a short note on any **two** of the following : (5+5)
- (a) Silence as a Mode of Communication
 - (b) Importance of Listening
 - (c) Body Language
 - (d) Visual Communication

15713