

2/SEC-180 Syllabus-2023

2025

(May-June)

FYUP : 2nd Semester Examination

SKILL ENHANCEMENT COURSE

(Communication Skills)

(SEC-180)

Marks : 56

Time : 2½ hours

*The figures in the margin indicate full marks
for the questions.*

SECTION—A

(Short Answer-type Questions)

1. Answer any four of the following questions :

4×4=16

- (a) Explain in brief the concept of communication.**
- (b) What is the scope of communication?**
- (c) Point out the differences between Verbal and Non-verbal communication.**

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(Turn Over)

- (d) Indicate the process of communication.
- (e) Point out the various negotiation skills.
- (f) Mention the points to be kept in mind during presentation.

SECTION—B

(Descriptive-type Questions)

2. Answer any four of the following questions :

10×4=40

- (a) Describe the purpose and importance of communication.
- (b) Explain with suitable examples the various barriers to communication.
- (c) Discuss interacting skills by citing relevant examples.
- (d) Illustrate the various techniques of communication with examples.
- (e) Discuss with suitable examples the various listening skills.
- (f) What do you understand by E-mail? Explain the e-mail etiquette citing suitable examples.

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