

[This question paper contains 2 printed pages]

Your Roll No. :

Sl. No. of Q. Paper : **3904** **I**

Unique Paper Code : 2036000003

Name of the Paper : SEC : Communication
in Professional Life
(SOL)

Name of the Course : **Skill Enhancement
Course Common Prog.
Group : SEC**

Semester : **III**

Time : 2 Hours **Maximum Marks : 80**

Instructions for Candidates :

- (a) Write your Roll No. on the top immediately on receipt of this question paper.
 - (b) This question paper contains **six** questions. Candidates will attempt any **four** questions.
 - (c) **All** questions carry **20** marks each.
- 1.** What is miscommunication ? What can be the different causes of miscommunication ? Explain with Examples.

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2. Write a critical note on the 7C's of communication.
3. What are the key components of effective listening and why are they important in various situations ?
4. How can persuasion be used in everyday life ? Elaborate your views on its use in professional settings.
5. What is a memo ? What must be kept in mind while writing an effective memo ?
6. Write a review of a book that you have read recently.
