

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 3853

J

Unique Paper Code : 2036000005/2036001005

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

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

Semester : II / IV / VI

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. What is the role of body language in effective communication? Discuss with at least five examples.

P.T.O.

2. What are the obstacles to effective communication?
Explain with adequate examples.
3. What is the difference between a circular and a memo? Explain with suitable examples.
4. Enumerate the vital components of a good presentation.
5. You are working on a college project regarding the availability of clean drinking water in the college premises. Prepare a questionnaire for the students with ten questions.
6. Draft a letter to the Principal of your college requesting her to renovate the washrooms for the students.