

(4)

5. What is verbal communication? Discuss the advantages and disadvantages of written communication. 10

Unit-III

6. Define oral presentation. Discuss the factors affecting the oral presentation and also mention how to overcome those factors. 10
7. Answer the following : 10
- (a) Discuss the various elements that come under body language. 5
- (b) Types of effective listening. 5

Unit-IV

8. Discuss the SMCR Model of Communication. Explain with suitable examples. 10
9. How to conduct an effective interview? What are the prerequisites/Preparations required by the interviewer in order to prepare an effective interview? 10

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A-6

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M.T.A. (Semester-II) Examination, 2015

Communicative English

(MTA-206)

Time Allowed : Three Hours] [Maximum Marks :70

Note : Answer **five** questions in all. Question **No. 1** is **compulsory**. Attempt **one** question from each unit.

1. Attempt the following : (Do any **six**) :

6×5=30

- (a) Give the difference between formal and informal communication.
- (b) Define Memorandum
- (c) Encoding and Decoding of a message
- (d) Discuss any two types of grapevine communication.
- (e) Define Paralanguage.

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(2)

(f) In each of the following items sentence 'A' is complete but sentence 'B' is not. Complete sentence 'B', making it as similar in meaning to sentence 'A'. Write down sentence 'B' complete in each case :

- (i) (a) If you don't work, I will not pay you.
(b) Only _____.
- (ii) (a) No sooner had I left the road than there was an accident.
(b) Hardly _____
- (iii) (a) Mount Everest is the highest mountain peak
(b) No other _____.
- (iv) (a) I would do anything in the world to make you succeed.
(b) There is _____.
- (v) (a) The grapes are too sour to be eaten
(b) The grapes are so _____

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(3)

(g) Fill in the blanks with appropriate prepositions :

- (i) The baby was about to fall _____ the table.
- (ii) There is nothing new _____ her plan.
- (iii) The purse is laying _____ the table.
- (iv) The cat run _____ the road.
- (v) There is no substance _____ what he says.
- (h) What is upward and downward communication?

Unit-I

2. What is business communication? Discuss the various barriers to communication. 10
3. Write down the 7C's of the communication. Explain briefly. 10

Unit-II

4. Write a cover letter to accompany your CV. addressed to the Human Resource Manager of a travel firm for the post of "Travel counsellor". 10

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