



Summer Term Examinations (July 2019)

School: School of Engineering

Program: BCA (MACT/CTIS/DS)

Course: Effective Speaking & Analytical Skills - II

Course Code: GEX149

Semester: Summer Term

Max Marks: 50

Duration (mins): 90 mins

Student's Name: _____

URN No. : _____

Day: _____

Date: _____

QI] Answer any 3 of the following:

[24M]

- 1) Explain the process of Communication with the help of a diagram.
- 2) Draw a detailed flow chart on the two main types of Communications. Explain minimum 3 Non-verbal Communications.
- 3) You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to your friend. In your letter,

- give details of your study plans
- explain why you want to get a part-time job
- suggest how your friend could help you find a job

- 4) Give Characteristics of good Vs. poor listeners

QII] Give the formal words of the following & complete the table:

[6M]

Informal	Formal
Ask	
Book	
Get	
Help	
Need	
Give	
