

Seat No: Enrolment No:

GUJARAT TECHNOLOGICAL UNIVERSITY

B.Ph. SEMESTER-I. EXAMINATION

Subject Code: BP105TP

Date: 26/12/2020

Subject Name: COMMUNICATION SKILLS

Time: 10:30AM to 11:30PM

Total Marks: 20

Instruction:

- 1. Section-A is compulsory. Attempt all. Each question carries one Mark.**
- 2. Mark suitable assumptions wherever necessary.**
- 3. Figures to the right indicate full marks.**

SECTION-A

QUESTION 1: GIVE A TRUE OR FALSE (ANY 5 OUT OF 7) (1*5=5).

1. Listening, speaking, reading and writing are communication skills.
2. Gender barriers are caused through words and actions.
3. Physical gestures enhance quality of vocal vibrations.
4. Non-verbal messages produced by the body.
5. Oral transmission is suitable for long message.
6. Face-to-face interviews are often incapable of gathering personal and financial information.
7. Listening is an important in-group discussion as talking.

QUESTION 2: FILL IN THE BLANKS (1*5=5).

1. ----- plays an important role as means of transmitting the message.
2. Noise is that interruption in the communication process that hinders-----.
3. -----convey our sentiments and feelings.

4. -----use creative and imaginative expressions to communicate.
5. -----refers to non-verbal signs that we use in conveying a message.

QUESTION 3: ANSWER THE FOLLOWING QUESTIONS

(ANY 5 OUT OF 7) (2.5*5=10).

1. Explain the nature and scope of communication.
2. Discuss communication process.
3. Write a note on elements of Communication.
4. Explain the types of Listening.
5. Discuss do's and don'ts of an interview.

ALL THE BEST