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Total No. of Printed Pages: [01]

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**B.Sc. FD (Semester – 1<sup>st</sup>)**  
**COMMUNICATION AND SOFT SKILLS**  
**Subject Code: BFTE1-105**  
**Paper ID: [130302]**

**Time: 03 Hours**

**Maximum Marks: 60**

**Instruction for candidates:**

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

**Section – A**

**(2 marks each)**

Q1. Attempt the following:

- a. What do you understand by interpersonal communication?
- b. What is paralinguistic?
- c. What is visual communication?
- d. Name the four barriers of effective communication.
- e. What is noun?
- f. What are adjectives?
- g. What is précis writing?
- h. List any four examples of synonyms.
- i. Describe homonyms with suitable examples.
- j. What is the meaning of business communication?

**Section – B**

**(5 marks each)**

- Q2. What do you understand by communication? Explain the process of communication.
- Q3. Explain the various barriers that may arise during communication?
- Q4. Explain non-verbal communication in detail.
- Q5. Write a paragraph on “The menace of Drug Addiction”.
- Q6. Write a letter to your bank manager requesting him to approve your education loan.

**Section – C**

**(10 marks each)**

- Q7. State and explain different methods of communication.
- Q8. What are the basic parts of speech? Explain with examples.
- Q9. What is circular? What are the objectives of circular? How it is different from notice?