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Total No. of Printed Pages: 01

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**B.Sc. (MLS) Semester – 3rd
COMMUNICATION SKILLS
Subject Code: BHUM0301
Paper ID: 130515**

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. Write short notes on the following:

- a) Meaning of communication
- b) Effective communication
- c) Difference between Resume and CV
- d) Memorandum
- e) Types of reports
- f) Tenders
- g) Extempore
- h) Types of interviews
- i) Effective listening
- j) Types of listening

Section – B (5 marks each)

Q2. Describe Shannon and Weaver's model of communication.

Q3. Draft your resume for the post of medical laboratory assistant.

Q4. Write a report on a seminar organized by your institution to spread awareness regarding COVID-19. Invent the necessary details.

Q5. Explain the various organs of speech.

Q6. Discuss the types of technical communication.

Section – C (10 marks each)

Q7. Which are the barriers to effective communication? How can they be removed?

Q8. Write a letter to the head of your institution requesting him / her to introduce more practical training in your course.

Q9. Discuss the Do's and Don'ts of group discussion.