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Total No. of Printed Pages: 01

Total No. of Questions: 09

**B.Sc. (MLS) Semester – 3<sup>rd</sup>**  
**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.