

D 27050

Name.....

Reg. No.....

FIRST SEMESTER M.Com. DEGREE EXAMINATION, NOVEMBER 2006

M.Com. 1-5—COMMUNICATION SKILLS

(2004 admissions)

Time : Three Hours

Maximum : 80 Marks

Part A

*Answer all the questions.
Each question carries 2 marks.*

1. Enumerate the types of business communications.
2. What are the uses of references in resume ?
3. What is para language ?
4. What do you mean by the concept of self ?
5. What are the uses of business games ?

(5 × 2 = 10 marks)

Part B

*Answer any four of the following.
Each question carries 10 marks.*

6. Differentiate between Verbal and Non-verbal communication.
7. What are the pre-requisites of good layout of letters ?
8. Bring out the salient features of annual reports.
9. Explain the factors that affect listening.
10. Elucidate the characteristics of various personality types.
11. Explain the preparations to be done before delivering a public speech.

(4 × 10 = 40 marks)

Part C

*Answer any two of the following.
Each question carries 15 marks.*

12. Prepare an application for appointment as Sales Executive of M/s Medimix, Trivandrum along with your detailed resume.
13. "Self developed cannot be taught. It needs to be inbuilt in one's own self concept"—Comment.
14. Explain how Yoga and meditation be used for personality development.

(2 × 15 = 30 marks)

Communication Skills Model Question Paper Calicut University

Sadhana Gupta



Communication Skills Model Question Paper Calicut University:

Humanities And Communication Skills (For The University Of Calicut) Pearson Education,2010-09 [A Slice of Calicut Halwa](#) DR. K N RAGHAVAN,2020-02-01 Fiction Book in English The year is 1985 A brilliant young girl full of promise has just begun classes at her local college Rema is excited about this new phase in her life when all hell breaks loose She begins to be harassed by a young man from the law college during the bus journeys from home to college and back Her confidence is shattered her sense of self destroyed Although things take a turn for the better when she makes a new friend in college her troubles are far from over Eventually she gets married to a young lawyer but her marriage is a trap from which there is no escape To make matters worse one day the man who abused her when she was in college re enters her life He leaves no chance to subject her to further abuse and violence Rema is at a loss about how to deal with this impossible situation What will Rema do How will she turn the situation around How will she face the demon who has taken it upon himself to take away everything she holds dear This is the moving and uplifting story of a woman who refuses to let the hostile conditions of her life bring her down She fights through everything to emerge stronger and better Unfortunately she has to take extreme measures to fight her abuser This is an important commentary on women s place in contemporary Indian society and the conditions of their existence Rema s story brings with it a slice of life in Calicut a city located in north Kerala To watch the book trailer video click [Library & Information Science Abstracts](#) ,2003 **Communication Skills: For Anna University** Chaturvedi,2011 Communication Skills For Anna University captures the dynamics of communication skills in a unique way stimulating and motivating readers to achieve excellence in this field It lays down the foundation for excellent effective and practical communication skills **Communication Skills** Samuel Maina,2017-11-16 The communication skills course is to a large extent mandatory for all students aiming to acquire any kind of certification from the university It is usually a first year introductory course This shows the important role competencies in communication skills plays in the acquisition of the rest of the courses taught at the university and in fact any other institution of higher learning The generic content of the course is as follows Overview of the communication process in relation to reading writing and speaking skills the nature of the reading process with a focus on the evaluation of bottom up top down and interactive models important factors in readability cohesion coherence sentence length and complexity organization paragraph structure and reader strategy fundamentals factors in effective writing process principles of development in expressive informative argumentative and persuasive writing skills exploring works and meanings denotations connotations metaphors euphemisms and clichés report writing writing a research or library paper plagiarism and how to avoid it Transcoding mechanics or oral presentation techniques in seminars tutorials public places listening in academic contexts Information skills public places listening in academic contexts Information skills information sources types of libraries reference works and techniques information technology evaluation of information sources classification schemes This book communication skills is based on the need to

highlight issues pertinent to this content The aim is to equip the student with the requisite competencies to meet her academic needs throughout her his course in the institution Upon successful coverage of the materials contained in this book the student should be able to 1 Identify basic communication principles 2 Apply a communication process model 3 Set clear goals for their communication 4 Determine outcomes and results 5 Initiate communications 6 Avoid communication breakdowns 7 Translate across communication styles 8 Listen for improved understanding 9 Achieve genuine communication 10 Match the body language to the message 11 Work constructively with emotions 12 Manage verbal communication

Communication Skills Interview Questions and Answers - English Navneet Singh, Communication skills are essential in any role and employers often assess candidates abilities in this area during interviews Here are some common communication skills interview questions along with suggested responses Can you describe a situation where you had to communicate complex information to a non technical audience Example Response In my previous role as a software developer I was tasked with presenting a new software update to a group of non technical stakeholders To ensure clarity and understanding I prepared a simplified overview of the update focusing on the benefits and impact on their workflow rather than technical details I used visual aids such as diagrams and charts to illustrate key points and engaged the audience by inviting questions and facilitating discussion How do you handle difficult conversations or conflicts in the workplace Example Response When faced with difficult conversations or conflicts I approach them with empathy active listening and a solutions oriented mindset I strive to understand the perspectives of all parties involved encourage open dialogue and seek common ground for resolution I remain calm respectful and objective focusing on finding mutually agreeable solutions that address underlying concerns and preserve positive working relationships Describe a time when you had to deliver constructive feedback to a colleague or team member Example Response In a previous project I noticed that a team member was struggling to meet deadlines and deliverables Instead of ignoring the issue I scheduled a one on one meeting with them to provide constructive feedback and support I approached the conversation with empathy and understanding highlighting specific areas for improvement and offering actionable suggestions for overcoming challenges I also emphasized my belief in their abilities and offered my assistance in any way needed to help them succeed How do you ensure effective communication in a remote or virtual work environment Example Response In remote or virtual work environments effective communication becomes even more important I prioritize clear and frequent communication through various channels such as video calls email chat platforms and project management tools I set expectations for response times and availability establish regular check ins with team members and leverage technology to facilitate collaboration and transparency I also encourage open communication and proactive sharing of updates feedback and concerns to ensure everyone stays aligned and engaged Can you provide an example of a time when you had to communicate a complex idea persuasively to gain buy in from stakeholders Example Response In a previous project I proposed a new strategy for optimizing our supply chain processes to senior

leadership To gain buy in I conducted thorough research and analysis to support my proposal highlighting the potential benefits and ROI I tailored my message to resonate with the interests and priorities of each stakeholder addressing their concerns and demonstrating the value of the proposed strategy I also solicited feedback addressed objections and provided evidence based reasoning to build credibility and trust These examples demonstrate how candidates can effectively respond to communication skills interview questions by providing specific examples demonstrating their approach and mindset and highlighting their ability to communicate effectively in various situations *Syllabus [for] Communication Skills* Michigan State University. Department of Communication Skills,1956 **MCS-15 Communication Skills** Gullybaba. com

Panel,2005-06-27 MCS 15 Communication Skills Topics Covered Block 1 Skills Needed at the Work Place I Unit 1 The Process of Communication Unit 2 Telephone Techniques Unit 3 Job Applications and Interviews Unit 4 Group Discussions Unit 5 Managing Organisational Structure Block 2 Skills Needed at the Work Place II Unit 1 Meetings Unit 2 Taking Notes Preparing Minutes Unit 3 Presentation Skills I Unit 4 Presentation Skills II Unit 5 Negotiation Skills Previous Year Solved Question Papers Included Question Paper June 2005 2020 December 2005 2021 February 2021 *Communication Skills and Functional Grammar* Sadhana Gupta,2008 *Developing Communication Skills* Krishna Mohan,2009

Communication Skill Rajshri, Communication is itself a skill One needs to learn manners of speaking to where How When Where Why We communicate *Communication Skills And Personality Development* M. Jegadeesan,S.R. Padma,M.R. Naveen Kumar,2021-10-09 This book empowers students with specific skills that can be used to improve communication and relationships with other people Each chapter explores concepts and valid theories that explain how interpersonal communication processes work to define develop and sustain relationships The necessary communication skills namely speaking listening reading and writing and their enhancement techniques have been discussed in detail with contemporary examples to make better understanding among the readers Each and every chapter is supported with a small glimpse of it short notes and possible objective type questions in view of examinations This book will be useful to UG PG academicians researchers and a layman who wants to improve his communication skills and personality **Communication Skills & Personality Development** Dr. J. Meenambigai,Mr. D. Lokeshwaran, *Communication Skills* Janet Lynne Miller,1983

Effective Communication and Soft Skills Nitin Bhatnagar,2011 **Syllabus Communication Skills** Michigan State College. Basic College. Dept. of Communication Skills,1953 *Developing Communication Skills* *Developing Communication Skills* Mohan,2009 *Communication Skills* Prentice Hall India Pvt., Limited,2004-10 *Communication Skills Syllabus* Michigan State University. Basic College. Department of Written and Spoken English,1952 **Communication Skills** Sanjay Kumar,Pushp Lata,2018-05-15 The book is covers all the aspects of the subject including basics of communication English language listening speaking reading and writing skills Due to its exhaustive coverage and practical approach it is suitable for students of diploma courses too

The Enigmatic Realm of **Communication Skills Model Question Paper Calicut University**: Unleashing the Language is Inner Magic

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