

FYBmm

Oct-2008

CODE : SULPHATE

Time : 2 Hrs.

Self. Comm. skills -I

Marks : 50

Instructions : 1] Attempt all the questions .

2] Figures to the right indicate full marks..

Q.1 The Students Council of your college had sent you as an observer to the international Students Council meeting held in Bangalore. The meeting was a stormy affair with no business being transacted on account of the language problem. Draft a report. 13

OR

Q.1 What are the features of editing and summarising. 13

Q.2 Discuss the importance of communication in Business organisation and explain the elements of communication. 12

OR

Q.2 'Raising Morale and Information are the two main objectives of communication'. Explain. 12

Q.3 Explain horizontal communication and its types. 13

OR

Q.3 Explain any two barriers to communication 13

Q.4 Write short notes on any three- 12

1. Non-verbal communication.
2. Mailing system
3. Letter-Head
4. Whole communication
5. Downward communication.
6. Critical Listening.

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