

Q.1.A) Fill in the blanks

(05)

1. Oral and _____ are the two types of verbal communication.
2. Response given by the receiver of the message is called as _____.
3. _____ is another name of the medium of transmission of message.
4. Body language is example of _____ communication.
5. _____ decodes the message sent by sender.

B) State whether True or False

(05)

1. Interruption made by listener while listening is very helpful in communication.
2. Sender codifies the message and sends it to receiver.
3. Grapevine communication has no legal evidence.
4. Upward communication happens from superior to subordinates.
5. Sender and receiver are physically present in face to face communication.

C) Define in one sentence

(05)

1. Medium
2. Verbal communication
3. Informal communication
4. Encoding
5. Downward communication

Q.2. Write short notes on Any Three

(15)

1. The meaning and significance of communication.
2. Verbal communication
3. Grapevine communication
4. Feedback
5. Modes of communication.

Q.3. Answer ANY TWO of the following

(15)

1. How does the language act as a barrier to communication?
2. How can a business organisation help in the upliftment of society?
3. Explain different stages of listening and state how one can make each stage effective.

Q.4.A) Patanjali Facewash, a leading soap company is looking for the dynamic Sales Executives for their Haridwar office. Candidate should have graduation degree. Apply with detailed resume to the HR Manager.

(07)

Q.4.B) Write ANY TWO of the following.

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(08)

1. Vandana wants to complete Masters in Technology from Massachusetts Institute of Technology, USA. She is graduate of VJTI, Mumbai. Write an SoP(Statement of Purpose)
2. Neha received a job offer from Infosys Solutions Pvt.Ltd. Kanjurmarg. Write a letter of Acceptance.
3. Nida has changed her residence from Mumbra to Thane as she secured a job of Teacher in International English School, Thane. Draft a letter of Resignation from the post of Assistant Teacher at Kalasekar Primary School, Mumbra.

Q.5. A)Write a paragraph on ANY ONE of the following.

(05)

1. Changing scene of Ganapati Festival
2. Significance of Yoga in daily life

B)Edit the following passage for better organisation.

(05)

Me and my wife are planning to go to our children's school conferences later this week. We have a son and a daughter. our sun is in fifth grade, and our daughter is in three grade. We have never been to a school conference in united states before. We visited the elementary. school when we register our children. We also visited the school during an Open House. At this conference,we will be answering to the teachers because we are both a little nervous about holding a conversation in English. Our friends have told us that the teachers will show us our children's work.We hoping we will not have to talk much. We have compiled a list of questions so we will be prepared.

C) Write appropriate prepositions

(05)

1. Anita sat _____ me and Neha.
2. I'll take my bag _____ me.
3. I want to go _____ Goa this vacation.
4. They married _____ last Saturday.
10. He is looking _____ a decent job

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प्र. १. अ) रिकाम्या जागा भरा .

(०५)

1. मौखिक व _____ हे संप्रेषणाचे दोन प्रकार आहेत.
2. संदेश ऐकणा-या व्यक्तीने दिलेल्या उत्तराला _____ म्हणतात
3. _____ हे संप्रेषणाच्या माध्यमाचे दुसरे नाव आहे.
4. देहबोली हे _____ चे उदाहरण आहे.
5. _____ संदेश समजून घेतो

ब) चूक कि बरोबर ते लिहा

(०५)

1. श्रोत्याचा ऐकताना होणारा गोंगाट उपयोगी असतो
2. वक्ता हा आपला संदेश विशिष्ट भाषेत सूत्रबद्ध करतो
3. द्राक्षवेली संप्रेषण कायदेशीर पुरावा ठरत नाही.
4. उर्ध्वगामी संप्रेषण हे वारीष्ठाकडून कनिष्ठाकडे होते
5. मुलाखतीत वक्ता व श्रोता समोरासमोर असतात

क) एका वाक्यात उत्तर लिहा

(०५)

1. माध्यम
2. भाषिक संप्रेषण
3. अनौपचारिक संप्रेषण
4. एनकोडिंग
5. अधोगामी संप्रेषण

प्र. २ थोडक्यात उत्तरे लिहा (कोणतेही तीन)

(१५)

1. संप्रेषण: संकल्पना व महत्त्व
2. भाषिक संप्रेषण
3. द्राक्षवेली संप्रेषण
4. प्रत्युत्तर
5. संप्रेषणाचे प्रकार
6. जागतिकीकरणात सम्प्रेशनाचे महत्त्व

प्र. ३. खालील पैकी कोणतेही दोन सोडवा

(१५)

1. सम्प्रेशनातील भाषिक अडथळे
2. एखादी कंपनीचे समाजाच्या जडणघडणीत स्थान विषद करा
3. श्रवणाचे वेगवेगळे टप्पे सांगून त्याला अधिकाधिक प्रभावी कसे करावे हे सांगा

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प्र. ४. पतंजली फेस वाश या कंपनीत सेल्स एक्झिक्यूटीव्ह या पदासाठी अर्ज व बायोडाटा लिहा . उमेदवार पदवीधर असावा. (०७)

प्र. ४ ब) खालील पैकी कोणतेही दोन सोडवा (०८)

1. वंदनाला एम आय टी अमेरिका येथून एम टेक करायचे आहे . ती व्हीजेटीआय, मुंबई येथून पदवीधर झाली आहे. त्याचे उद्देशपत्र तयार करा.
2. नेहाची निवड इन्फोसिस सोलुशंसप्रा. ती येथे निबंधक म्हणून निवड झाली आहे. त्याचे संमतीपत्रक लिहा
3. निदा शिक्षकाच्या नोकरीच्या निमित्ताने मुंब्याहून ठाण्यात राहण्यास आली आहे. तिच्या पूर्वीच्या नोकरीचा ,अर्थात काळसेकर प्राथमिक शाळेतील सहाय्यक शिक्षक पदाचा राजीनामा लिहा.

प्र. ५. अ) कोणत्याही एकावर उत्तरा लिहा (०५)

1. गणपती उत्सवाचे बदलते स्वरूप
2. योगाचे दैनंदिन जीवनातील महत्व

ब) खालील उत्तरा संपादित करा (०५)

Me and my wife are planning to go to our children's school conferences later this week. We have a son and a daughter. our sun is in fifth grade, and our daughter is in three grade. We have never been to a school conference in united states before. We visited the elementary school when we register our children. We also visited the school during an Open House. At this conference,we will be answering to the teachers because we are both a little nervous about holding a conversation in English. Our friends have told us that the teachers will show us our children's work. We hoping we will not have to talk much. We have compiled a list of questions so we will be prepared.

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