

B A, BSC, BCOM DEGREE END SEMESTER EXAMINATION – MARCH 2026**UGP (HONS.) SEMESTER – 4: SKILL ENHANCEMENT COURSE****COURSE: 24UENGSEC201: COMMUNICATION SKILLS FOR EMPLOYABILITY***(For Regular 2024 Admission)*

Time: 1.5 Hours

Max. Marks: 50

PART A**Answer any 10 out of 12**

1. What is the definition of communication given by the Oxford Advanced Learner's Dictionary? (CO1,R)
 2. The word ethics is derived from the Greek word _____. (CO1, CO2, R)
 3. What is the use of 'sign-posting' while making a presentation? (CO1,CO2, U)
 4. What is the richest medium of communication? (CO1, R)
 5. List any two uses of a notice. (CO2, CO3, R)
 6. What is the main disadvantage of a video presentation? (CO3, CO4, U)
 7. During a typical group discussion, is a participant designated as the group leader? (CO2, CO3, CO4, U)
 8. What is the purpose of the abstract section of a project report? (CO2, CO3, U)
 9. Define a 'team'. (CO1, CO2, CO4, U)
 10. What is meant by Public Relations? (CO2, CO4, U)
 11. What is the ability to understand other peoples' feelings? (CO3, CO4, CO5, R)
 12. In a team, the people who originate and discover ideas are called _____. (CO3, CO4, CO5, R)
- (1 x 10 = 10)**

PART B**Answer any 5 questions out of 7**

13. What are the physical barriers to communication? (CO1,R)
14. Is ethics the same as religion? Justify your answer. (CO1, CO2, An)
15. Write a short note on non-verbal communication while making presentations. (CO2, CO3, U)
16. What is the significance of the agenda in a meeting? (CO3, CO4, U)
17. Write a short note on netiquette. (CO1, CO2, CO4, U)
18. How do group meetings help in building a good team? (CO2, CO4, An)
19. Write a conversation with at least 5 exchanges about introducing yourself to a co-worker. (CO1, A)

(5 x 5 = 25)

Answer any one of the following questions

20. Write an essay on the various barriers to communication and how they can be overcome. (CO1, CO2, U)

OR

21. List and explain the 10 elements of a full-block style official letter and provide a brief example of the same. (CO2, CO3, CO4, A)

OR

22. Briefly explain the essential skills related to workplace etiquette and team building. Read the description given below and explain how the ideas you have discussed may be applied to the scenario.

Scenario: You are a new employee who has been asked to coordinate a small team for an event campaign. In meetings, one teammate interrupts and dismisses others, and another misses a key deadline, delaying the group. How would you follow up on the missed deadline, and how would you keep the team working smoothly?

(CO3, CO4, CO5, A)

(1 x 15 = 15)

*Remember (R), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C)