

FY A/F
CODE : BACTERIA

Oct 2008

Time : 2 Hrs.

B.C.

(old)

ATKT

Marks : 60

Instructions : 1] All questions are compulsory.

2] Figures to the right indicate marks.

3] All questions carry equal marks.

Q.1 Communication is a "systematic and Continuous process of telling, listening and understanding." Discuss. **15**

OR

Q.1 Describe with the help of a diagram, how communication cycle is only the preliminary to other rounds? **15**

Q.2 Explain in brief the methods of communication. Support your answer with a pictorial representation? **15**

OR

Q.2 Compare and contrast upward and downward communication. How can they be overcome? Support your answer with a pictorial representation? **15**

Q.3 'Silence as a means of communication' explain. Write in brief the types, barriers and process of listening, alongwith suitable diagram? **15**

OR

Q.3 The letter represents the writer. Explain how the writer can impress the reader. Draw Pictorial representation of the different layouts of business letter? **15**

Q.4 As the General secretary of the students council you have been asked by the principal to prepare a report on the recently conducted 'inter-collegiate competition' - submit your report with recommendations. **15**

OR

Q.4 Write short Notes on any 3 : **15**

- 1) Proxemics and Time
- 2) Para-language.
- 3) Telephone and Fax
- 4) Internet and E-mail
- 5) Teleconferencing and Video - Conferencing.
- 6) Land line and Cellular Phones.