

CODE : HYDROCARBON

(14) ITKT
Oct 2008

Time : 2 Hrs.

Effective Comm

Marks : 60

Instructions : 1] All questions are compulsory.

2] Figures to the right indicate marks.

3] All questions carry equal marks.

Q.1 Why is it necessary to understand the meaning and origin of the word 'Communication'? 15

OR

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

Q.2 What are the different methods of communication. Write a brief note on each and support your answer with a pictorial representation? 15

OR

Q.2 What are the different Channels of communication. Explain them in brief alongwith a pictorial representation for each. 15

Q.3 How can you bring about effective listening? Explain in brief the process of in listening. Support your answer with suitable examples and diagram. 15

OR

Q.3 What are the main parts of a business letter? Explain in brief alongwith the pictorial representation of different layouts of the 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 "NSS Camp" in the college. Submit your report with recommendations. 15

OR

Q.4 Write short Notes on any Three 15

1) Motivation & Morale.

2) Orders & Instructions.

3) Land line & Cellular Phones.

4) Computer and Internet.

5) Fax & E-mail

6) Language and cultural barriers.