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SARDAR PATEL UNIVERSITY
SYBA (External) Examination
Saturday, July 17, 2021
10:00 am - 12:00 pm
SYBACSK200
Communication Skills

Total Marks: 70

Notes:

1. Figures to the right indicate full marks.
2. Mention clearly the option you attempt.

- Q 1 Discuss the types of communication with examples.
(OR) (17)
- Q 1 Explain in detail the traits of a good listener.
- Q 2 Write a detailed note on the techniques of reading skills.
(OR) (18)
- Q 2 Discuss the essentials (7C's) of an effective business letter.
- Q 3 Explain the importance of verbal and non-verbal communication in a Group Discussion.
(OR) (17)
- Q 3 Write a detailed note on Dos and Don'ts of an interview.
- Q 4 Discuss the advantages and limitations of email writing.
(OR) (18)
- Q 4 Write a letter of inquiry for the product of your choice..
