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SARDAR PATEL UNIVERSITY
SYBA (External) Examination
Wednesday, April 27, 2022
12:00 noon - 02:00 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 modes of communication with examples.
(OR) (17)
- Q 1 Write a note on the types of listening with examples.
- Q 2 Explain the reading strategies with examples.
(OR) (18)
- Q 2 Discuss the standard parts of a business letter.
- Q 3 Explain the dos and don'ts of Group Discussion.
(OR) (17)
- Q 3 Write a detailed note on types of an interview.
- Q 4 Explain the email etiquette while drafting an email and their significance.
(OR) (18)
- Q 4 Write a letter of placing an order for 15 ACs and 25 air coolers.
