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SARDAR PATEL UNIVERSITY**MA (ELT) Semester-I Examination 2018, (CBCS)****Code and Subject: PA01EELT23, Teaching Communication Skills****Date: 01/11/2018 (Thursday)****Time: 10:00 to 01:00 p.m.****Total Marks: 70****Instructions:**

- Descriptive type of questions carry 15 marks each.
- Short notes carry 5 marks each.

Q.1. What is communication? Define it and explain the communication process.

OR

Q.1. Clarify the difference between oral communication and written communication. Discuss the steps in making an oral presentation.

Q.2. What is mightier- verbal communication or non-verbal communication? Justify your answer with concrete examples.

OR

Q.2. What do you mean by the term 'Body Language'? What is the importance of body language in day to day communication?

Q.3. Discuss in detail the major barriers to communication with relevant examples. Suggest a few ways to overcome these barriers.

OR

Q.3. Clarify the difference between a CV and a Resume. Prepare your own resume with necessary details.

Q.4. Define interview. Write step by step what you would do:

- a) before the interview
- b) on the day of interview
- c) after the interview

Further, suggest a few techniques to face the interview successfully.

OR

Q.4. Clarify the difference between hearing and listening. What are the major types of listening? How is active listening different from passive listening?

Q.5. Write short notes on ANY TWO

- a) Presentation skills
- b) Team work and group dynamics
- c) Proficiency in grammar and vocabulary
- d) Personality development and interpersonal skills

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