

(101)

No. of Printed Pages 2

SARDAR PATEL UNIVERSITY  
~~THIRD~~ Semester Examination  
UNDER (CBCS)  
M.H.R.M.  
Soft Skill  
(Communication and Language )  
Code-PA03SHRM01

Day: Friday

Date: 22<sup>nd</sup> November 2013

Time: 02:30 P.M. to 04:00 P.M.

Marks: 35

Note: 1. Attempt all the questions.

2. Figures to the right indicate full marks.

Q-1. Answer the questions using appropriate answer from given options.

(10)

1. 'Leaning forward in chair' is sign of \_\_\_\_  
(A) Confidence (B) Defensive  
(B) Nervousness (D) Openness
2. Nonverbal Communication comprises of \_\_\_\_ of our total communication.  
(A) 93% to 85% (B) 85% to 93%  
(C) 80% to 90% (D) none of A, B, C
3. Interview is type of \_\_\_\_ communication.  
(A) Oral (B) Intrapersonal  
(C) Non verbal (D) None of A, B, C
4. Shifty and too much blinking Eyes can suggest...  
(A) Honesty (B) Deception  
(C) Annoyance (D) None of A, B, C
5. Precision is feature of \_\_\_\_  
(A) Academic writing (B) Note making  
(C) Note taking (D) none of A, B, C
6. Verbal Communication comprises of \_\_\_\_ of our total communication.  
(A) 7% to 15% (B) 17% to 5%  
(C) 17% to 5% (D) None of A, B, C
7. Note making is type of \_\_\_\_ Communication.  
(A) Oral (B) Nonverbal  
(C) Written (D) None of A, B, C
8. 'Pinching skin' is sign of \_\_\_\_  
(A) Untrustworthy (B) Nervousness  
(C) Confidence (D) warmth
9. 'Looking down when speaking' is sign of \_\_\_\_  
(A) Untrustworthy (B) Nervousness  
(C) Confidence (D) warmth
10. In this skill one needs to communicate with oneself...  
(A) Non verbal skill (B) Intrapersonal skill

**Q-2. Explain in detail Verbal Communication and its types.**

**(10)**

**OR**

**Explain in detail Nonverbal Communication and its types.**

**Q-3. Write short notes on any three of the following:**

**(15)**

1. Note making and Note taking.
2. Academic Writing.
3. How to write Paragraph.
4. Academic Speech.
5. Features of effective written

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