

Q2 (a) Describe seven parameters of effective communication.

Answer Page Number 15 of Textbook

Q2 (b) What are the principles of proximity between subject and verb?

Answer

The principle of proximity between subject and verb is based on the basic theory of communication that for attaining clarity, brevity, economy and simplicity in communication, the best way is that “actor-action-goal” principle should come together in any utterance. This view regarding verbal communication also applies to written communication. The proximity of “actor-action” i.e. subject and verb is very often lost in construction of sentences in a paragraph.

Q3 (a) Throw light on the scientific and technical style of writing.

Answer

Scientific and technical writing raises the basic postulate of science that it is a systematic investigation which may be reproduced and verified by other people. The descriptive writing on solar cell is an example of scientific writing because it attempts to describe an object, a process or a situation as it is.

Any objective and systematic presentation comes under the ambit of scientific writing. For example, there is a question that you are made the Finance Minister of India, and you have to prepare the Budget of the country. Give a brief synopsis of the budget that you would like to present in the Parliament. Your Budget proposal must be factual, accurate, systematically and logically developed, and must be acceptable to majority of the people of India.

Q3 (b) What should be the body sport for interview?

Answer

The body sport to be adopted in interviews and its significance are -

- i. Positive gestures
- ii. Push your body to the back of the chair
- iii. Right leg stationed firmly on the ground and left leg draped behind it.
- iv. Significance: Positive personality, Firm in mind and thought, Readiness for the session.

Q4 (a) What are the differences between one-way communication and two-way communication?

Answer

Except radio and television broadcast, most of the human communications are of two way communications. Because the broadcaster does not know the reaction of the audience. It implies that when someone speaks, other listens to him. Then the latter speaks, the former listens to him. This process is rarely linear as both

respond simultaneously to each other in speaking and listening by turns. Proper interaction is always non-linear. It is a two way communication.

Q4 (b) What are the differences between note taking and note-making?

Answer Page Number 195 of Text Book

Q5 (a) Describe the main contents of the minutes of a meeting.

Answer

- i. The kind of meeting
- ii. Date, time and place of the meeting
- iii. The name of the person in the Chair
- iv. Names of directors, secretary and persons in attendance
- v. Reading and confirmation of the minutes of the last meeting and their signing by the Chairman.
- vi. Appointment made, if any
- vii. Chairman's signature and date of verification of minutes as correct.

Q5 (b) Correct the following sentences:

- (i) **He is honest, courageous, and of an optimistic turn of mind**
- (ii) **I shall come unless you need me**
- (iii) **He wouldn't hardly do that**
- (iv) **The train scarcely seemed to move**
- (v) **I was so lonely.**
- (vi) **I have no money with me.**

Answer

- i. He is honest, courageous and optimistic turn of mind.
- ii. I shall not come unless you need me.
- iii. He would hardly do that
- iv. The train seemed to move.
- v. I was very lonely.
- vi. I have no money on me.

Q6 (a) What are the five prevalent styles of designing a letter? Describe the features of indented style.

Answer Page Number 235 of Textbook

Q6 (b) What are the main parts of a business letter?

Answer Page Number 239 of Textbook

Q8 (a) Give important tips for taking an interview.

Answer Page Number 210-211 of Textbook

Q8 (b) How should the barriers to communication be overcome?

Answer

- i. Plan and clarify ideas
- ii. Create a climate of trust and confidence
- iii. Time your message carefully
- iv. Reinforce words with action
- v. Communicate efficiently
- vi. Clarity in message
- vii. Purposeful communication

Q9 (a) What is SQ3R formula for reading a text? What are its objectives?

Answer Page Number 23 of Textbook

Q9 (b) Describe various strategies for reading comprehension.

Answer Page Number 28 of Textbook

Text Book

**The Functional Aspects of Communication Skills, Prajapati Prasad and Rajendra
K. Sharma, S. K Kataria & Sons, New Delhi, Reprint 2007.**