Certificate in Communication Skills
(2015-2016)
Term End Examination
June 2017
CCS-04: Communication as a Skill for Career Building

Time: 3 Hours   Maximum Marks: 100

> **Note: (i) There are three sections A, B and C.**
> **(ii) Attempt three questions from Section A, three questions from Section B and two**
> **short questions from Question 10 under Section C.**
> **Figures on the right hand margin indicate marks.**

Section-A

Answer any three questions in about 1000 words. All questions carry 20 marks.   **[20X3=60]**

1. A leading NGO has advertised for the recruitment of Field Supervisors. Draft a covering letter and prepare a resume to apply for the job.

2. What are the skills required to effectively participate in group discussions? Explain with examples.

3. Your office organized a meeting of all employees to make preparations for the next annual meeting. Prepare the minutes of the meeting to be circulated among the employees.

4. Power point presentations are like crutches for poorly prepared people. Do you agree? Discuss with valid arguments.

Section B

Answer any three questions in about 250 words. Each question carries 10 marks.   **[10X3=30]**

5. What precautions should we take while presenting a paper? How is it different from delivering a speech?

6. ONTL, a Public Sector Company is organizing a Placement Drive for the newly graduated engineers. Write a Press Release to be given to the media to cover this event.

7. You are going on a week-long leave on an urgent personal work. Write an e-mail to your colleague requesting him/her to manage your work during your absence from the office.

8. A foreign tourist has lost his belongings and wants you to help him inform this to the police. Prepare a dialogue to convey the probable conversation that you might have in this context.

9. Briefly describe the qualities of a good leader.

Section C

10. **Write short notes on any two of the following. Each question carries 5 marks.**   **[5X2=10]**
    (a) Congratulating people for their achievements
    (b) Decision making
    (c) Time Management
    (d) Giving instructions