

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 4758

H

Unique Paper Code : 2036000005

Name of the Paper : SEC: Personality Development
and Communication (Regular)

Name of the Course : Skill Enhancement Course :
Common Prog. Group

Semester : II

Duration : 1 Hour

Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Candidates have to answer **ANY THREE** questions.
3. **All** questions carry equal marks (**10** marks).

1. What is the importance of feedback in the process of communication? Mention two examples to illustrate your point. (10)

P.T.O.

2. You are the manager of a successful restaurant. Write a letter of appreciation to your staff members for their dedication and hard work towards the restaurant and to motivate them to continue the good work. (10)
3. Explain the following with suitable examples : (5+5)
- (a) Leadership and Team Work
 - (b) Memos and Circulars
4. You are a food inspector who is responsible for ensuring the quality and hygiene of food prepared in the restaurants across the city. Write a report of a particular restaurant that you recently visited.
5. Write a short note on any two of the following : (5+5)
- (a) Features of an Effective Presentation
 - (b) Importance of 'Courtesy' in Communication
 - (c) What is Debate?
 - (d) Strategy of Group-Discussion