

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF ARTS (M.A.) ENGLISH (PART I)
EXAMINATION: MAY-2025
FIRST YEAR
SEMESTER - II
Sub: Communication Skills & Soft Skills (ENGMJ-203)

Date: 05/05/2025

Total Marks: 100

Time: 10.00 a.m. to 1.00 p.m.

- Instructions:**
- 1) All questions carry equal (20) marks.
 - 2) Answer **Any Five** questions of the following:
 - 3) Write the exact question number in the answer sheet.
 - 4) It is mandatory to write an Introduction and Conclusion in your answers.
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- Q.1** Define ‘Communication’. Discuss the barriers to effective communication.
- Q.2** What do you mean by ‘Communication’? Discuss its elements in detail with suitable diagram.
- Q.3** Write a critical note on the Medium of Communication in detail.
- Q.4** What is Business Communication? Explain its scope in detail.
- Q.5** Write a descriptive note on the value of listening.
- Q.6** What is Stress? Explain the strategies to minimize the stress.
- Q.7** Discuss Kinesics related to body.
- Q.8** What is Communication? Explain its importance.
- Q.9** Write a descriptive note on oral and written communication.
- Q.10 Write Short Notes on Any Two of the following:**
- a) 7C’s of Communication
 - b) Functions of Communication
 - c) Functions of Listening
 - d) Importance of Time - Management