

TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF ARTS (M.A.) ENGLISH (PART I)

EXAMINATION: APRIL - 2026

FIRST YEAR

SEMESTER - II

Sub: Communication Skills & Soft Skills (ENGMJ-203)

Date: 25/04/2026

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.

- Q.1** What is 'Communication'? Explain the use of eye contact in communication in detail.
- Q.2** Define the term 'Communication' and discuss the communication cycle with proper diagram.
- Q.3** What do you mean by 'Communication'? Explain Oral and Written Communication in detail.
- Q.4** Write a descriptive note Internal and External communication.
- Q.5** What is 'Listening'? Write a critical note on the value of listening.
- Q.6** What is 'Stress'? Discuss the various steps to reduce it in detail.
- Q.7** Write a critical note on, 'Kinesics related to body'.
- Q.8** Explain the importance of communication in detail.
- Q.9** Write a detailed note on the types of listening.
- Q.10** **Write Short Notes on Any Two of the following:**
 - a) Agendas and Meeting Objectives
 - b) How to listen effectively
 - c) Clarity of Thought and Clarity of Expression
 - d) Functions of Non-verbal Communication