

(24)

**SARDAR PATEL UNIVERSITY**  
**BA (First Semester) (Under CBCS) (NC)**  
**EXAMINATION April 2016**  
**Wednesday, 13<sup>th</sup> Apr**  
**10.30am to 01.30pm**

**ENGLISH: UA01ICSK01: COMMUNICATION SKILLS-I**

- Note:** 1) Figures to the right indicate full marks.  
2) Mention clearly the option you attempt.

**Maximum Marks: 70**

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- Que. 1** Write a detailed note on forms of communication. (20)  
OR
- Que. 1** Explain the process of communication with appropriate figure.
- Que. 2** Write a detail note on Non-Verbal communication with appropriate examples. (20)  
OR
- Que. 2** Write short notes on the following:
- A) TV as an Audio-Visual communication.
  - B) Advantages of Written Communication.
- Que. 3** Write Any Two Short Notes. (15)
- A) Audio communication.
  - B) Disadvantages of Oral Communication.
  - C) Face-to-face communication.
  - D) E-mail.
- Que. 4** Draft an application for the post of an accountant. (15)  
OR
- Que. 4** Write an E-mail to your uncle for congratulating him for getting government job.

☺☺ Best of Luck ☺☺