

# STAR INFOTECH COLLEGE DEOLI

## MODEL PAPER COMMUNICATION SKILLS 2018

1. What do you mean by tender notice
2. What do you understand by the term communication
3. What is the purpose of time table
4. Write the names of various parts of business letter.
5. What do you understand by non-verbal communication
6. List the section of report.
7. Differentiate between notice and agenda
8. elaborate the merits and demerits of written communication.
9. List the features of an application for a job
10. List various parts of bio data
11. What is business letter how can you make a business letter effective explain.
12. Discuss various types of reports
13. Write the various points you will kept in mind while preparing curriculum vitae.
14. What is the importance of an agenda.
15. Write the purpose of a circular in an organization.
16. What are the barriers to effective communication .how can you overcome these barriers.  
Or  
Explain the term communication and write the importance difference between oral and written communication .
17. What is minute writing .describe the important characteristics of minutes writing.  
Or  
What is resume writing . what are the major points that should essentially be incorporated in resume writing .also prepare a resume.
18. What is report writing mention the characteristics of good report and the steps taken to prepare a report.write a report on the activities during the cultural week celebrate in college  
Or  
What is notice.define its features . Prepare a for the schedule of sport week in your college.