

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**B.Sc. (RT) (Sem.-2)**  
**COMMUNICATION AND SOFT SKILLS**

Subject Code : BSRT-206-19

M.Code : 77744

Date of Examination : 18-07-22

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

**SECTION-A**

**1. Write short notes on the following :**

- a. Oral presentation
- b. Business correspondence
- c. Health communication
- d. Self-management
- e. Effective communication
- f. Managing time
- g. Types of past tense
- h. Discussion skills
- i. Writing skills
- j. Report writing

## SECTION-B

2. Which are the skills needed for effective writing?
3. Write a letter to your friend discussing different new career options which are available for students.
4. Describe the process of communication.
5. Discuss 3 soft skills which enhance the personality and performance of an employee.
6. Explain the strategies for an effective and excellent customer service.

## SECTION-C

7. Write an e-mail to District Health Officer expressing your concern over the increase in stress levels among students.
8. Suppose you are giving an interview for a job. Describe your qualities to the employer that make you deserving for the job.
9. Discuss the special characteristics of health communication.

**NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.**