

2/SEC-180 Syllabus-2023

2026

(May-June)

FYUP : 2nd Semester Examination

SKILL ENHANCEMENT COURSE

(Communication Skills)

(SEC-180)

Marks : 56

Time : 2½ hours

*The figures in the margin indicate full marks
for the questions.*

SECTION—I

(Short Answer-type Questions)

1. Answer any *four* of the following questions :
4×4=16
- (a) What are the different components of communication?
 - (b) Explain briefly the importance of body language.
 - (c) Define the meaning of communication.
 - (d) Point out the differences between intra-personal and inter-personal communication.

- (e) Mention the key characteristics of a good speech.
- (f) What are the barriers to effective communication?

SECTION—II

(Descriptive-type Questions)

Answer any *four* of the following questions :

10×4=40

2. Explain the importance of listening skills in effective communication.
3. Discuss negotiation and influence skills as essential communication techniques.
4. What are the key elements of an effective presentation?
5. Differentiate between assertive, passive and aggressive communication styles.
6. Analyze the etiquette of formal e-mails and evaluate the consequences of miscommunication in digital correspondence.
7. Compare formal written communication (reports, e-mails) with informal digital writing (messages, social media).

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