

SCHOOL OF UNANI MEDICAL EDUCATION & RESEARCH
JAMIA HAMDARD – 110062
PAPER NO- BUM-301
ANNUAL EXAMINATION-2021
COMMUNICATION SKILLS

Time: 3 Hours

Max marks: 75

Note: Write your Roll no. on the top on the receipt of this question paper.

SECTION-A

Attempt all questions. All questions carry ONE mark each.

(1x10=10)

Q. Fill in the blanks with appropriate answers.

- i. Effective communication skills increase our.....because we can deliver our message confidently.
- ii. One important way to overcome all the different types of communication
- iii. barriers is seekingfrom the receiver.
- iv. Using proper communication-prevent noise and other distraction.
- v. The.....of a communication cycle depends on how long it takes for feedback to be received by the initial sender.
- vi. Press conferences, board meetings and teleconference are examples of communication.
- vii. _____ refers to all these factors that disrupt the communication
- viii. Environmental barriers are the same as _____ noise
- ix. Our dress code is an example of _____ communication.
- x. Letter, e-mail telephone are examples of _____.

SECTION-B

Attempt any 5 questions. All questions carry TWO marks each.

(2x5=10)

Q.1. What is interpersonal communication?

Q.2. What is intrapersonal communication?

Q.3. What is Subject in email?

Q.4. What is Cover Letter?

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Q.5. Importance of oral communication.

Q.6. Benefits of written communication.

SECTION-C

Attempt any 5 questions. All questions carry FIVE marks each.

(5x5=25)

Q.1. What are the principles of effective listening?

Q.2. Discuss the presentation skills in brief.

Q.3. What are the Do's & Don't of a group discussion?

Q.4. What are the tips for Drafting an impressive resume?

Q.5. What are the guidelines to prepare Cover Letter?

Q.6. What is the importance of non-verbal communication?

SECTION-D

Attempt any 3 questions. All questions carry TEN marks each.

(3x10=30)

Q.1. Draft an email to inform your classmates regarding the intra-college quiz competition taking place in your university.

Q.2. Discuss the barriers of communication in brief.

Q.3. Write a short note on what kind of qualities is required for a good listener.

Q.4. Write a speech on the topic of "Being a good citizen".

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