

Roll No. ....

Total Pages : 02

**BT-6/J-25**

**46175**

**SOFT SKILLS AND INTERPERSONAL  
COMMUNICATION**

Time : Three Hours]

[Maximum Marks : 75

**Note :** Attempt *Five* questions in all, selecting at least *one* question from each Unit. All questions carry equal marks.

**Unit I**

1. Define Communication. Also describe the types and flow of Communication.
2. What kind of speaking skills are required in the current technical and professional world ? Explain the features and importance of speaking skills.

**Unit II**

3. Discuss the barriers of communication with example and how to overcome these barriers ? Explain it.

4. What are process and objectives of Communication ?  
Explain with examples.

### **Unit III**

5. What are the determinants of personality development ?  
Describe the role and importance of it. Explain with appropriate examples.
6. Describe the principles of organizational skill. Why we need effective organizational skills in today's business world ?

### **Unit IV**

7. Define oral presentation. Explain the different modes of delivery and objectives of oral presentation.
8. Define the objectives of Resume. Explain the design, structure and types of Resume.

