



Seat No. _____

HAJ-001-2023001
B. S. W. (Sem.-III)
(W.E.F. 2019) Examination
May - 2023
Communication Skills-3

Faculty Code : 001
Subject Code : 2023001

Time : $2\frac{1}{2}$ Hours / Total Marks : 70

1 Explain the principles of good listening. 14

OR

1 What are the barriers to listening?

2 What is Group Personality? Explain the chief characteristics of Group Personality. 14

OR

2 What is 'Meeting'? What are the objectives of meeting?

3 Explain in detail selection and preparation of visual aids for the presentation. 14

OR

3 Write a letter to your friend inviting him on your birthday party.

4 Change the following sentences into passive voice: 14

- (1) The director will give you instructions.
- (2) I am drafting a document now.
- (3) The police finally caught the notorious thief.
- (4) When are they sending the gift?
- (5) They have cleaned the car.

- (6) Will she complete the story by the end of the day?
- (7) We must win the competition.
- (8) You should answer the easy questions first.
- (9) Tine had done this work.
- (10) She will have brought the tickets for the train.
- (11) They will donate our old clothes to poor people.
- (12) Have you seen the Taj Mahal?
- (13) The tiger is chasing the deer at this time.
- (14) She was not cooking the food.

5 Write short notes: (any **two**)

14

- (1) Projective and sensitive listening.
 - (2) Physical barrier to listening.
 - (3) Role of a chairperson in meeting.
 - (4) Conference.
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