



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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