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Roll No.

M.A./M.Com./M.Sc.-I Sem.

## NEP-194 (A)

M.A./M.Com./M.Sc. Examination, December-2024

MINOR COURSE (UNDER N.E.P.-2020)

ENGLISH

Communicative English and Personality Enhancement

(QA040706T)

Time : Three Hours]

[Maximum Marks : 70

Note : Attempt all sections as per instructions.

### Section-A

#### (Very Short Answer Questions)

Note : Attempt all the five questions. Each question carries 2 marks. Very short answer is required.  $5 \times 2 = 10$

1. Difference between encoding and decoding.
2. What do you understand by an e-mail?
3. Mention any two characteristics of good interview.
4. What are some of the dimension of good personality?
5. What is Power-Point presentation?

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[P.T.O.]

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**Section-B**

**(Short Answer Questions)**

**Note :** Attempt any **two** questions out of the following three questions. Each question carries equal marks. Short answer is required.  $2 \times 7.5 = 15$

6. Comment on the four major skills of an effective communication.
7. Explain JAM Theory.
8. Mention some characteristic features of good leadership.

**Section-C**

**(Detailed Answer Questions)**

**Note :** Attempt any **three** questions out of the following five questions. Each question carries equal marks. Answer is required in detail.  $3 \times 15 = 45$

9. Compare and contrast the benefits and drawbacks of structured and unstructured group discussion. Provide example to support your answer.
10. Write in detail the barriers to effective communication.

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11. Discuss the importance of a well-structured and effective Curriculum Vitae (CV).
12. Discuss the importance of self awareness in personality enhancement. How can individuals develop self awareness and what are its benefits?
13. What are the key elements of a well structured presentation? Elaborate the importance of a clear introduction, concise main points and a memorable conclusions in engaging and persuading your audience.