

Exam Date & Time: 21-Apr-2021 (09:30 AM - 11:00 AM)



MANIPAL ACADEMY OF HIGHER EDUCATION

Communication Skills [PMA-BP105T - S2]

Marks: 35

Duration: 90 mins.

I Long Answers

Answer all the questions.

- 1) Describe Communication process. Receiver influence the sender's communication skills. Substantiate your answer with an example. Jot down the differences between general purpose communication and professional communication? (5+1+4=10 Marks) (10)

II Short Answers

Answer all the questions.

- 1) Discuss in brief Emotional, Interpersonal and Physical Barriers to effective communication. Give a very brief account of any two factors affecting our perspective to communication. (3+2=5 Marks) (5)
- 2) Discuss in brief four communication styles. According to you which style is conducive for a professional communication. Give reasons. Write short notes on active listeners. (3+1+1=5 Marks) (5)
- 3) Write a brief note on classification of reports. (5)
- 4) Discuss how to plan a presentation. Enlist types of presentation. (5)
- 5) What is an interview? Add a note on types of interview. (5)

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