

Exam. Code : 112102

Subject Code : 1901

B. Design (Multimedia) 2nd Semester

COMMUNICATION SKILLS IN ENGLISH

Time Allowed—3 Hours] [Maximum Marks—35

Note :- All the questions are compulsory. Each question carries 5 marks.

1. What are the barriers to effective communication ?
2. What is the importance of feedback in listening ?
3. On the basis of your reading of the following passage make notes on it, using abbreviations wherever necessary:

There is nothing more frustrating than when you sit down at your table to study with the most sincere of intentions and instead of being able to finish the task at hand, you find your thoughts wandering. However, there are certain techniques that you can use to enhance your concentration. “Your concentration level depends on a number of factors,” says Sonali Ghosh, a social counsellor.

To begin with, one should attempt to create the physical environment that is conducive to focused thought. Whether it is the radio, T.V. or your noisy neighbours, identify the factors that make it difficult for you to focus. Also, do not place your study table in front of a window. “While there is no cure for a mind that wants to wander,

one should try and provide as little stimulus as possible," says Ghosh.

The next important thing, she says, is to establish goals for self instead of setting a general target and then trying to accomplish what you can in a haphazard fashion. It is very important to decide what you have to finish in a given span of time. The human mind recognizes fixed goals and targets and appreciates schedules more than random thoughts.

She recommends that you divide your schedule into study and recreation hours. When you study, choose a mix of subjects that you enjoy and dislike and save the former for the last so that you have something to look forward to.

Try not to sit for more than forty minutes at a stretch. Take a very short break to make a cup of tea or listen to a song and sit down again. Short breaks build your concentration and refresh your mind. However, be careful not to overdo the relaxation.

More than anything else, do not get disheartened. Concentration is merely a matter of disciplining the mind. It comes with practice and patience and does not take very long to become a habit of life.

4. Rohit wants to open a bank account. Draft conversation in dialogue form between him and the bank official.

5. English is considered to be a global language and its teaching in schools and colleges should be made compulsory. Do you agree or not ? Give reasons for your viewpoint.
6. Write the following words in IPA symbols :

law fame knife

house good cable

button land

each art

7. Mark stress on the following words :

absent (v) actor

present (n) reject

blackbird refuse

delicate driver

become