

**Exam. Code : 112102**  
**Subject Code : 3391**

**B. Design (Multimedia) 2<sup>nd</sup> Semester**  
**COMMUNICATION SKILLS IN ENGLISH-II**  
**Paper-VI**

Time Allowed—2 Hours] [Maximum Marks—35

**Note** :—There are **Eight** questions of equal marks.  
Candidates are required to attempt any **Four** questions.

1. Write in detail about effective listening skills.
2. Explain importance of feedback skills.
3. Discuss guidelines for attending Telephone calls.
4. Explain meaning and importance of Note Taking.
5. Write about the factors that make a conversation meaningful.
6. Discuss forms of Polite Speech.
7. You are travelling in a bus. The passenger sitting next to you realises that he has left his purse at home. Draft the conversation in the dialogue form.
8. Write important essentials of Spoken English.

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