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दुरध्वनी (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग— २६०९०९४)
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जा.क्र./एसयु/बीओएस/

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प्रति,

मा.प्राचार्य, सर्व संलग्नित महाविद्यालये (पी.जी.) शिवाजी विद्यापीठ, कोल्हापूर	मा.अधिविभाग प्रमुख, सर्व अधिविभाग (सायन्स) शिवाजी विद्यापीठ, कोल्हापूर
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विषय:- शैक्षणिक वर्ष 2019-20 पासून लागू करण्यात आलेल्या M.Sc.CBCS AEC- I & II Communicative English चे Nature of Qusetion Paper व Qusetion Bank बाबत.

संदर्भ :- 1) SU/BOS/Science & Technology/0549/0550/Dated 17/11/19.
2) SU/BOS/Science & Technology/0763/Dated 22/11/19.

महोदय/महोदया,

उपरोक्त विषयासंदर्भात आपणास आदेशान्वये कळविण्यात येते की, शैक्षणिक वर्ष 2019-20 पासून लागू करण्यात आलेल्या M.Sc.CBCS Guideline & Regulation Structure नुसार AEC- I & II Communicative English चे तयार करण्यात आलेले Syllabus व SIM यापुर्वी उपरोक्त संदर्भानुसार आपणास कळविण्यात आले आहे व संकेतस्थळावर ठेवण्यात आले आहे.

उपरोक्त संदर्भ क्र.2 च्या पत्राने कळविलेल्या नियमावलीनुसार सदर अध्यापन साहित्य (SIM) मधील Nature of Qusetion Paper व Qusetion Bank सोबत जोडून पाठवित आहोत. तसेच सदर Nature of Qusetion Paper व Qusetion Bank विद्यापीठाच्या www.unishivaji.ac.in या संकेतस्थळावर उपलब्ध आहे. सदरची बाब सर्व संबंधीतांच्या निदर्शनास आणून द्यावे.

कळावे,

आपला विश्वासू

उपकुलसचिव

प्रत :- 1) संचालक,परीक्षा व मुल्यमापन मंडळ.
2) प्र.अधिष्ठाता, विज्ञान व तंत्रज्ञान विद्याशाखा.
3) अध्यक्ष,सर्व अभ्यासमंडळ/अस्थायी मंडळ,विज्ञान व तंत्रज्ञान विद्याशाखा.

सोबत : Nature of Qusetion Paper व Qusetion Bank.

Nature of Question Paper Pattern
M.Sc. I AEC-I Communicative English I
Ability Enhancement Course - I

Time Allotted: 1.30 hrs **Total Marks: 50**

Instructions

- All the questions are compulsory.
- Figures on the right indicate full marks allotted to each question.

Q. 1 Five multiple choice questions with four alternatives.	10
Q. 2 Answer the following questions in one word/ phrase/ sentence (Five questions to be set)	10
Q. 3 Answer the following questions. (Theory questions) (2/4)	10
Q. 4 a) Question on Formal/ Email/ Report/ Memo	5
b) Question on Notice/ Agenda/ Minutes	5
Q. 5 a) Question on Informal Email/Letter	5
b) Question on Telephonic Communication/ Blog/ Email Pal	5

Nature of Question Paper Pattern
M.Sc. II AEC-II Communicative English II
Ability Enhancement Course- II

Time Allotted: 1.30 hrs **Total Marks: 50**

Instructions

- All the questions are compulsory.
- Figures on the right indicate full marks allotted to each question.

Q. 1 Five multiple choice questions with four alternatives.	10
Q. 2 Answer the following questions in one word/ phrase/ sentence (five questions to be set)	10
Q. 3 Answer the following questions. (Theory questions) (2/4)	10
Q. 4 Questions based on the given advertisement.	10
Q. 5 Preparation of Oral or PowerPoint Presentation.	10

M.Sc. (CBCS)
AEC-I Communicative English I
Unit I: Personal Communication
Question Bank

Que. 1. Rewrite the following questions choosing the correct alternative:

1) A personal letter is a type of letter (or informal composition) that usually concerns with -----.

- | | |
|---------------------|--------------------------|
| a) personal matters | b) social matters |
| c) national matters | d) International matters |

2) Formal letters follow a certain-----.

- | | |
|---------------------------|--------------------|
| a) pattern and formality. | b) informality |
| c) variety of patterns | d) no set of rules |

3) Informal letters are generally written to -----.

- | | |
|--------------|------------------|
| a) friends | b) acquaintances |
| c) relatives | d) all of these |

4) ----- is used while writing informal letters.

- | | |
|----------------------|------------------------|
| a) Casual language | b) formal language |
| c) artistic language | d) figurative language |

5) Telephone communication first came into existence in -----.

- | | |
|---------|---------|
| a) 1976 | b) 1876 |
| c) 1882 | d) 1875 |

6) Telephone communication was invented by -----.

- | | |
|--------------------------|-----------------|
| a) Alexander Pushkin | b) Graham Green |
| c) Alexander Graham Bell | d) Thomas Green |

7) One of the most important things to remember during a phone call is to maintain -----.

- a) a polite and friendly tone
- b) aggressive tone
- c) a pessimistic approach
- d) aloofness

8) A negative reply should not sound-----.

- a) polite
- b) rude
- c) generous
- d) moderate

9) Whenever you are dealing with clients over the phone, remain ----- and all that you can to satisfy them.

- a) negative
- b) positive
- c) indifferent
- d) passive

10) ----- is a general term which is used for communication by means of electronic media.

- a) e-communication
- b) facial communication
- c) non-verbal communication
- d) None of these

11) ----- uses advanced techniques such as computer modems, facsimile machines, voice mail, electronic mail, teleconferencing, video cassettes or private television networks.

- a) facial communication
- b) e-communication
- c) non-verbal communication
- d) None of these

12) ----- means a type of mail delivered through electronic means and being transmitted electronically.

- a) office notice
- b) Memo
- c) e-mail
- d) business letters

13) You can send a large quantity of files, documents, images etc. through -----

- a) phone
- b) post
- c) person
- d) e-mail

14) The benefit of e-mail is eco-friendly, as it reduces the use of-----.

- a) papers
- b) woods
- c) water
- d) light

15) The most essential thing for email communication is that you must have your-----.

- a) postal address
- b) email address
- c) own house
- d) none of these

16) The function ----- denotes the email address of the persons when you are to send the same mail to more than one person.

- a) 'Bc'
- b) 'Ac'
- c) 'Cc'
- d) 'Pc'

17) In e-mail there is option Bcc which means -----.

- a) Blind Carbon Copy
- b) Black Colour Copy
- c) Brown Colour Copy
- d) Bad Colour Copy

19) The emails written to friends, relatives, colleagues etc. can be considered as -----.

- a) informal emails
- b) formal emails
- c) business emails
- d) official emails

20) For ----- correspondence, you write formal e-mails.

- a) business
- b) family
- c) friendly
- d) none of these

21) E-mail pals are a kind of friendship built and maintained through -----.

- a) phone
- b) post
- c) person
- d) e-mail

22) Blog is a blended word of the original word -----.

- a) weblog
- b) login
- c) internet
- d) website

23) The Professional Blogs unlike Personal Blogs are -----.

- a) content oriented
- b) blank
- c) meaningless
- d) none of these

24) A ----- is a person who writes.

- a) Blogging
- b) blogger
- c) blog
- d) All of these

25) ----- is an activity to run and control Blog.

- a) Blogging
- b) blogger
- c) blog
- d) All of these

Que. 2) Answer the following questions in one word/phrase/sentence each:

- 1) What is personal communication?
- 2) What is private letter?
- 3) What is formal letter?
- 4) What is informal letter?
- 5) Who is the inventor of the telephone?
- 6) What is the main purpose of telephonic communication?
- 7) How should we ask to repeat the point in telephonic communication?
- 8) How will you respond to an angry callers telephonic communication?
- 9) What is e-communication?
- 10) What is electronic mail?
- 11) What is essential thing for email communication?
- 12) What is 'Cc' in email Communication?
- 13) What is 'Blind Carbon Copy'?
- 14) What is an informal email?
- 15) What is a formal email?
- 16) What is Computer –mediated communication (CMC)?
- 17) What is an E-pal?
- 18) What is a blog?
- 19) What is a blogger?

- 20) What is blogging?
- 21) What are different types of blogs?
- 22) What is a personal blog?
- 23) What is a professional blog?
- 24) What is an email discussion forum?
- 25) What is an E-mail Group Discussion?

Que.3) Write the following emails. Imagine the necessary details like email address etc.

1. Write an email to the university office requesting to send you the prospectus of Vocational Courses offered by it.
2. Write an email to the Municipal Corporation complaining about the irregular water supply in your town.
3. Write an email to a travel company requesting to send the proposed plans to Europe tour in the Summer Vacation.
4. Write a complaint letter to the Municipal Corporation about irregular electric supply in your area.
5. Write an email to your supplier asking him to send the latest price quotation of cell phones and schemes of Gudhi Padwa offers.
6. Write an email to a university to send you the prospectus of a degree course in Nano Technology.
7. Write an email to your supplier asking him to send the latest price quotation of Washing Machines and schemes of Dasara offers.
8. Write an email to a supplier complaining about your newly purchased TV which has suddenly stopped functioning.
9. Write an email to MSEB complaining about the high power electric supply and damages of electric products in your area.
10. Write an email to the Vocational State Department to send you the prospectus of a different Skill Based Courses.

Que. 4) a) Questions on Formal/ Email/Report/Memo.

b) Questions on Notice/Agenda/ Minutes

1. Write a letter of invitation to your friend to attend wedding ceremony of your sister.

2. Your friend has won the state level Dance Competition. Write an email to congratulate him/her.
3. Your father is ill and has been admitted to hospital. Write an email enquiring about his health.
4. Write a letter to your friend to attend wedding ceremony of your brother.
5. Write a letter to your mother or father about Annual examination.
6. Write a letter to your friend to join the summer vacation in your village.
7. Write an email to your friend requesting him to join for one day picnic.
8. Write an email to a hotel requesting to book two rooms for two days for your family.
9. Suppose you are an employee of a car company. Write a Professional Blog describing the features of a newly launched car.
10. Suppose you are an employee of a TV company. Write a Professional Blog describing the features of a newly launched TV.

Que. 5) a) Questions on Informal/Letter.

b) Questions on telephonic Communication/Blog /Email Pal

1. You want to create an email discussion group of your class. How will you create it?
2. What are the benefits of an email discussion group?
3. Write an email to your friend living abroad regarding developing an Email Pal.
4. Write an email pal describing various activities organized in your College.
5. You have won a state level Essay Competition .Write a Personal Blog about it. Imagine the necessary details.
6. You participated in a N.S.S residential camp for 10 days. Write a Personal Blog describing your experience there.
7. Write a short conversation between Sushma and Wanita regarding getting an appointment with Ms. Shobha Naik. Imagine the details like timing, work etc.
8. As a librarian of the college library, you want to tell the students about the importance of library. Write a Professional Blog explaining the importance of college library for students. Imagine necessary details.
9. Write a piece of conversation between Nirmala, the office assistant and Ms. Sunanda Desai wherein Nirmala gives Sarita's message to Sunanda regarding an appointment.
- 10 Write a telephonic conversation between Manohar of National Stationers and Phadake Publishes, Pune complaining about the dispatch of their order. Imagine the problem and other details.
11. You have bought a new TV which has suddenly stopped functioning. Write a telephonic conversation between you and the dealer.

M.Sc. (CBCS)
AEC I Communicative English I
Unit II : Professional Communication
Question Bank

Q. 1. Rewrite the following sentences by choosing the correct alternative.

1.is one of the most vital features of professional communication.
a) Clarity b)Accuracy c)Segmentation d)Brevity
2. is the list of business to be discussed in the meeting.
a) Minutes b)Notice c)Agenda d)Report
3. The record of the decisions taken at the formal meeting are called as.....
a) Minutes b)Notice c)Agenda d)Report
4.is a term used for communication done by means of Electronic media.
a) Formal Communication b)E-Communication
c) Professional Communication d) Business Communication
- 5.....is a modern variation to make friends.
a) E-mail b)voicemail c) Email pals d)Facsimile
- 6.....isabriefmessageorreportfromonepersonordepartmentinanorganization.
a) Agenda b)Memo c)Minutes d)Report
- 7.....refers to the messages sent from the higher levels of hierarchy to the lower levels.
a) Form al Communication b) Down ward Communication
c)Up ward Communication d) Lateral Communication
8. In _____ communication the messages are sent from lower level of hierarchy to the upper levels.
a) Formal b)Downward c) Upward d)Lateral
9. The records of the decision taken in the meeting i.e _____ have legal importance.
a) agenda b)minutes c) notice d)resolution
10. _____ is the advanced version of teleconferencing.
a) Video-text b)Video-mail c)Video-conferencing d) Video-call

11. A _____ is an electric device where a computer is combined with a typewriter.
 - a) Word-processor
 - b) Fax
 - c) Email
 - d) tele-text
12. BCC means.....
 - a) Black carbon copy
 - b) Blank carbon copy
 - c) Block carbon copy
 - d) Blind carbon copy
13. Minutes of the meetings are written in.....tense.
 - a) Present
 - b) Past
 - c) Future
 - d) None of the above
14. Ain an electronic device where a computer is combined with a telephone.
 - a) Fax
 - b) word processor
 - c) keyboard
 - d) computer
15. Communication is away process.
 - a) One
 - b) two
 - c) three
 - d) multi
16. Reports are written intense.
 - a) Simple present
 - b) future
 - c) Past
 - d) present continuous
17. Generally, meetings end with.....
 - a) Welcome
 - b) vote of thanks
 - c) discussion
 - d) passing resolution
18. Emails start with.....
 - a) Body
 - b) signature
 - c) subject
 - d) salutation
19. Fax machine is connected to.....
 - a) Television
 - b) telephone
 - c) internet
 - d) Xerox
20. is an electronic device where the voice of sender instead of sending message to the receiver.
 - a) Tele-text
 - b) video-text
 - c) email
 - d) voice mail
21. Most of the problems arise due tocommunication
 - a) effective
 - b) poor
 - c) minor
 - d) attractive
22. Poor communication lead to the loss of
 - a) time
 - b) intelligence
 - c) health
 - d) speech
23. The message in the professional communication must be
 - a) normal
 - b) specific
 - c) effective
 - d) adequate
24. Participative decision making takes place in.....
 - a) E-communication
 - b) meeting
 - c) Telephone
 - d) telex
25. is considered an important tool used for internal communication.
 - a) Report
 - b) Minutes
 - c) Memo
 - d) Fax

Q. 2. Answer in one word, phrase or a sentence.

1. Which is an advanced digital version to make new friends?
2. What is memo?
3. Who drafts notice of the meeting?
4. What is organizational communication?
5. What is a full form of CC?
6. Define 'Report'.
7. What is the primary purpose of report writing?
8. What is downward communication?
9. Define 'Agenda'.
10. Which is the most commonly used electronic device for communication?

11. What is voice mail?
12. Which document of meeting has a legal importance?
13. What is a full form of memo?
14. What is notice?
15. Where does the participative decision making take place?
16. What are minutes?
17. What kinds of reports are presented in tele-text?
18. What is Telex?
19. In which communication two computers are connected?
20. How does Bovee define *E-Communication*?
21. What are the features of professional communication?
22. What is Video-text?
23. What is teleconferencing?
24. What is videoconferencing?
25. What is multimedia communication?

Q. 3. Answer the following questions:

1. What is a report? Write the characteristics of good report.
2. As a secretary draft a notice and write an agenda of the fifth meeting of the Lion's Club, Kolhapur to discuss the Independence Day celebrations, organization of Blood Donation Camp, the chief guest to be called and flood relief work.(imagine the details)
3. What are the various forms of e-communication?
4. Write an e-mail about booking a suite in the hotel. (Imagine the details).
5. Discuss the functions of a memo.
6. Define the formal communication and it's advantages?
7. Write a memo regarding change in working hours of the office. (It is 10:00 a.m. to 05:00 p.m. instead of 11:00 a.m. to 05:00 p.m. and Saturday off)
8. Write a report of decline of circulation of the news-magazine 'The Week'.
9. Write minutes of the sixth meeting of the Managing Committee of Bharat Electricals, Pvt. Ltd. Kolhapur. Imagine the necessary details.
10. What are the features of professional communication?

Que. 4) a) Questions on Formal/ Email/Report/Memo.

b) Questions on Notice/Agenda/ Minutes

1. What are the various types of formal communication?
2. What is a meeting ? Discuss various parts of meeting.
3. What are the parts of a formal report?
4. As a secretary draft a notice of the first meeting of Sports Club, Satara to discuss the organization of sports competitions.
5. Write an agenda of the second meeting of the Sahyog Housing Society to discuss the Independence Day celebrations, colouring of building, purchase of new power generator .
6. Write minutes of the sixth meeting of the Managing Committee of Shivkrupa Co-operative Society, Pvt. Ltd. Kolhapur.
7. Write a formal email inquiring about the admission details to the university authority.
8. Write an informal email inviting your friend for the birthday party.
9. Write a report about the Science Exhibition at the Department.
10. What are the characteristics of formal communication?

Q.5 Questions for Q. no. 5 a and b

Minutes of the meeting

1. Types of e-communication
2. Formal communication
3. Memorandum
4. Formal Report
5. Professional communication
6. Upward communication
7. Ways of writing Agenda
8. Fax as media of e-communication
9. Email

M.Sc. (CBCS)
AEC-II Communicative English II
Unit I : Interview Skills
Question Bank

Q. 1. Rewrite the following sentences choosing the correct alternative.

- 1) People appear for interview mostly for _____.
a) Enjoyment **b) job** c) knowing people d) passing time
- 2) Interviews bring about burden on the interviewee due to _____.
a) fear b) lack of preparation c) competition **d) all the above**
- 3) Interviewers try to judge you from _____.
a) your appearance b) your presentation c) your knowledge **d) all the above**
- 4) Video conferencing interview is conducted when _____.
a) they want to check your knowledge of technology.
b) they don't want to see you face-to-face.
c) the distance is long and time is short.
d) it is just a formality.
- 5) Group Discussion basically checks our _____.
a) knowledge b) time management
c) leadership qualities d) documentation
- 6) In demonstration, candidates are given _____.
a) task/s b) tea and breakfast c) instructions d) some gifts
- 7) A good curriculum vitae begins with _____.
a) the title b) detailed introduction c) name d) undertaking
- 8) _____ is the first step of a prepared interview.
a) Knowledge of market **b) Knowledge of the organization**
c) Knowledge of the people d) Knowledge of the transport facility

- 13) Which is the most suitable dress for women of all ages?
- 14) Is it necessary to carry original documents to the interview venue?
- 15) What should never be attached to the application form?
- 16) What type of smile should be maintained on the face during interview?
- 17) What does eye contact improve?
- 18) Which question should be answered first when there is a series of questions?
- 19) What would you do if you forget one or more of your original documents?
- 20) Is it necessary to have work experience while applying for a job?
- 21) Which is the most suitable dress code for an interview?
- 22) When should we wear tie and coat?
- 23) Why is it necessary to prepare a set of expected questions before interview?
- 24) How to judge your eligibility for a particular post?
- 25) Which is the first step in a multistep interview process?

Q. 3. Short answer questions.

- 1) Is it possible for a candidate to control an interview? How?
- 2) How would you answer the question about your hobbies and interest?
- 3) How does highlighting of Area of Specialization help us get advantage during interview?
- 4) How would you work in a team?
- 5) How does your research differ from the previous research work in the field?
- 6) How would you relate your hobbies to your job?
- 7) Which is your favourite subject? Why?
- 8) What are your strengths?
- 9) What are your weaknesses?
- 10) What do you dislike about your present job?

Q. 4 Answer the following questions.

- 1) Explain relevance of your academic qualification in the view of above advertisement?
- 2) How does your work experience suit to the advertised post?
- 3) Which documents will you attach to your C.V. for the above post?
- 4) Explain relevance of your area of expertise to the post advertised.
- 5) What are the requirements of the first post?
- 6) How does your career goal suit to the advertised post?
- 7) What do you expect from the organization?
- 8) What managerial skills are demanded for the advertised post?
- 9) What would you do if you get better opportunity after joining this job?
- 10) What are your expectations about salary for this job? Why?

Q. 5 Write short notes.

- 1) Introduce yourself.
- 2) Advantages of knowing the destination organization
- 3) Preparing set of expected questions before interview
- 4) Demonstration
- 5) Dress code for interview
- 6) Video Conferencing Interview
- 7) Telephonic Interview
- 8) Presentation of work experience in the curriculum vitae
- 9) Importance of highlighting areas of interest in the curriculum vitae
- 10) Importance of Curriculum Vitae in the interview process

M. Sc. II Semester III
AEC-II: Communicative English-II
Unit II: Presentation Skills

Question Bank

Q. 1) Rewrite the following sentences by choosing the correct alternative given below them.

1. is the most important tool of communication.
a) facial expression b) language c) writing d) symbol
2. The skill of is the most important requisite of the current times.
a) writing b) reading c) listening d) presentation
3. The successful presentation is based upon the principles of.....
a) oral communication b) written communication
c) mobile communication d) telephonic communication
4. The first and foremost characteristic of good presentation is.....
a) subject b) theme c) clarity d) logic
5. The length of the presentation should be neither too brief nor too.....
a) long b)short c) less d) limited
6. The use of can be helpful to catch the attention of the audience.
a) words b) audio-visuals c) audio d) visuals
7. For successful presentation, the presenter should know all the of good presentation.
a) topics b) varieties c) nuances d) subjects
8. Visual aspects are related to the elements that can be noticeable by of the presenter as well as the audience.
a) eyes b) ears c) touch d) taste

9. The of the presenter should be reflected through the effective speech and moves during the course of the presentation.
- a) cleanliness b) gentleness c) freshness d) confidence
10. The presenter should establish and maintain with the audience during the course of the presentation.
- a) eye-contact b) relation c) friendship d) closeness
11. The presenter should be during the session of the presentation.
- a) passive b) active c) neutral d) partial
12. The language of the presenter includes personality, appearance, good grooming, clothing, posture and gestures.
- a) verbal b) written c) spoken d) body
13. aspects refer to the usage of the language.
- a) Visual b) Verbal c) Symbolic d) Sign
14. The presenter should usesentences.
- a) short b) long c) very long d) complex
15. The language of the presentation should be
- a) complex and abstract b) simple and lucid
c) plain and complex d) abstract and simple
16. The presenter should be able to use various in his/her speech.
- a) symbols b) prepositions c) connectives d) Interjections
17. Vocal elements are related to the use of in the presentation.
- a) voice b) language c) symbols d) pictures
18. The presenter should use a while addressing the large audience.
- a) camera b) power-point c) microphone d) overcoat
19. The presenter must give his/her at the beginning of the presentation.
- a) address b) contact details c) mobile number d) introduction

20. A good opening of the presentation can catch the of the audience.
- a) attention b) whisper c) will d) goodness
21. The presenter should stick to the throughout the presentation.
- a) jokes b) story c) main theme d) sub-theme
22. The of the presentation should be holistic on the theme of the presentation.
- a) idea b) conclusion c) middle d) beginning
23. After presentation, a sufficient time should be given to the audience to raise
- a) questions b) answers c) topics d) points
24. ICT stands for
- a) International Communication Technology
b) Information and Communication Technology
c) Information and Communication Tools
d) International Communication Tools.
25. LCD stands for.....
- a) Light Crystal Display b) Liquid Crystal Display
c) Light Cathode Display d) Liquid Cathode Display.

Q.2) Answer the following questions in one word/ phrase/ sentence each.

1. What is the most important tool of communication?
2. What does communication mean?
3. What are the three broad categories of communication?
4. What should govern the successful and effective presentation?
5. What is the first and foremost characteristic of good presentation?
6. Who should decide the length of the presentation?

7. What should the presenter have marked out before the presentation?
8. When does the task of the presenter become more challenging?
9. From where should the presenter gather information?
10. What should the presenter exercise during the presentation?
11. What should be the basic purpose of the presentation?
12. What are the three aspects of good presentation?
13. What are the visual aspects related to?
14. What does include in the body language?
15. What do verbal aspects refer to?
16. What are vocal elements related to?
17. How should the presenter break the monotony of speech?
18. What kind of forms should be given to the audience of the presentation?
19. What does ICT stand for?
20. What does include the visual aids?
21. What is the percentage of learning through sight?
22. What is the full form of OHP?
23. What does LCD stand for?
24. What is the percentage of learning through hearing?
25. What is LCD projector?

Q. 3) Answer the following questions.

1. Explain the three broad categories of communication?
2. What are the characteristics of good communication?
3. What are the five 'Ws' and one 'H' of good presentation?
4. What should the presenter keep in mind before the presentation?
5. What are the important aspects of good presentation?
6. What are the visual aspects of good presentation?
7. What are the verbal aspects of good presentation?

8. What are the vocal aspects to pay attention?
9. What should be the outline of effective presentation?
10. What are the important useful audio-visual tools for the presentation?

Q. 4) Answer the following question.

1. What are the three categories of communication and their characteristics?
2. Explain the characteristics of good presentation in detail.
3. What care should be taken by the presenter before presentation?
4. Explain the important things about the presentation.
5. Which things are involved in visual aspects of the presentation?
6. Explain in detail the verbal aspects of good presentation.
7. What is involved in the vocal aspects of the presentation?
8. Explain the outline of the effective presentation.
9. Explain the effective use of audio-visual aids for the good presentation.
10. Chose a topic of your choice and prepare a presentation of at least 10 slides in PPT?

Q.5) Write short Notes

1. Oral communication
2. Body language
3. Characteristics of good presentation
4. Verbal Aspects
5. Visual Aspects
6. Vocal Elements
7. Outline of Effective Presentation
8. Question and Answer Session
9. Feedback
10. Audio-visual aids

Answer Key:

Q. 1) Rewrite the following sentences by choosing the correct alternative given below them.

1. b) language
2. d) presentation
3. a) oral communication
4. c) clarity
5. a) long
6. b) audio-visuals
7. c) nuances
8. a) eyes
9. d) confidence
- 10.a) eye-contact
- 11.b) active
- 12.d) body
- 13.b) Verbal
- 14.a) short
- 15.b) simple and lucid
- 16.c) connectives
- 17.a) voice
- 18.c) microphone
- 19.d) introduction
- 20.a) attention
- 21.c) main theme
- 22.b) conclusion
- 23.a) questions
- 24.b) Information and Communication Technology
- 25.b) Liquid Crystal Display

Q.2) Answer the following questions in one word/ phrase/ sentence each.

1. Language
2. The exchange of ideas, opinions and convincing others your point of view
3. A) Oral b) Written c) Body language
4. Strategy, structure, support and delivery of speech
5. clarity
6. presenter
7. key areas of the presentation
8. if he/she has to make the presentation after the lunch hour.
9. From libraries, interviews, surveys, reports and from other reliable sources
10. Self-control
11. Such that the audience is able to comprehend the message easily
12. Visual, verbal and vocal
13. The elements that can be noticeable by the eyes of the presenter as well as the audience
14. Includes personality, appearance, good grooming, clothing, posture and gestures of the presenter
15. The usage of the language
16. The use of voice in the presentation
17. By changing the pitch and tone of the voice
18. Feedback forms
19. Information and Communication Technology
20. Maps, pictures, diagrams, tables, posters, flip charts, slides, blackboard etc.
21. 83%
22. Overhead Projector
23. Liquid Crystal Display
24. 11%
25. An electronic device