



Seat No. : _____

TF-105

May-2013

M.A. Sem. IV

ENGLISH

511 EC (Professional Skills)

Time : 2 Hours]

[Max. Marks : 40

Instruction : Attempt **all** questions.

1. (a) Write a detailed note on the various aspects of a written presentation. **15**

OR

(b) Bring out the importance of a synopsis, and list out its contents.

2. (a) Define interviews and write a detailed note on the various types of interviews. **15**

OR

(b) Bring out the difference between GD and Debate, and discuss in detail the personality traits to be evaluated during a GD.

3. Write short notes on any **two** : **10**

(1) Features of Time Management

(2) The difference between extempore and elocution

(3) Leadership qualities
