

MITF Sem.-1 Examination

MITF-106T

Communication Skills Part - I

February-2025

Time : 2-30 Hours]

[Max. Marks : 70

Instructions:

- **Figures to the right indicate Full Marks.**
- **Do not write anything on the question paper.**

Q.1	“Communication brings people together, closer to each other.” In the light of statement, bring out the need and nature of communication.	14
Q.2	Define the term ‘grapevine’. Discuss its various types. What are the different ways available with an organization to deal with grapevine? OR What is Presentation? What kind of presentation will be required in the following cases, explain with an example – a) When company wants to explain their new HR policy with its employees b) When company wants to orient its new hires about employee benefits c) When a start-up looks for initial funding d) When company wants to motivate its team to achieve high targets e) When a company is looking for a solution to a problem in the department	14 14
Q.3	A) Write short note on lateral communication with examples. B) Highlight any seven principles of effective letter writing. OR A) Briefly describe the components of corporate communication. B) Discuss in short the various external barriers to communication.	7 7 7 7
Q.4	Does physical appearance really matter? Enumerate the key aspects of physical appearance? OR What is a seminar? Explain the features of traditional and online seminars. Bring out the difference between the two.	14 14
Q.5	What is non-verbal communication? Classify non-verbal communication into various types.	14