

**SVKM's NMIMS**  
**NMIMS – GLOBAL ACCESS SCHOOL FOR CONTINUING EDUCATION**

Programme: CCC

Examination: June 2016  
Subject: Written and Oral Communication  
Date: 14.06.2016

Term End Examination  
Marks : 70  
Time: 11.00 a.m. to 2.00 p.m.

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**Instructions:**

1. Answer to each new question to be started on a fresh page.
  2. Figures in bracket indicate full marks.
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**Q.1) Write short notes (Any 2 out of 4) (Marks: 2X5=10)**

- a) Tips for developing effective writing style.
- b) Benefits of internet for communication
- c) Dangling modifiers
- d) Characteristic features of passive communication

**Q.2) Write short notes (Any 2 out of 5) (Marks: 2X5=10)**

- a) Voice Dynamics
- b) Strategies of overcoming stage fear
- c) Elements of a presentation
- d) Modes of presentations
- e) Purpose of meetings

**Q.3) Attempt any 3 out of 5 (Marks: 3X10=30)**

- a) What are the disadvantages of written communication?
- b) What are different forms of business letters?
- c) Write a note about circular letters.
- d) Write the order of an agenda.
- e) What are different types of business reports?

**Q.4) Attempt both the questions. (Marks 2x10=20)**

- a) Report writing is an essential part of corporate life. What is the structure of a typical formal report?
- b) What are various barriers to listening?

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