



**Indira Gandhi National Tribal University,
Amarkantak (M.P.)**

Semester End Examination, May - 2024

English & Foreign Languages

MA - IV Semester

**Paper: DSE II - Writing Skills & Technical
Communication**

Paper Code- DSE-2

Time Allowed: 3 Hours

Maximum Marks: 60

Note: Attempt any one from each unit and each question carries 12 marks.

Unit -1

1. Communication as a two-way process. Explain with a diagram.
2. Explain the advantages and disadvantages of both oral and written communication.

Unit -2

1. Write a short note on: a. Notices b. Minutes c. Agenda
2. Write your own CV highlighting all the attributes required for getting a job of your choice.

Unit -3

1. Describe in your own words the important steps to writing a book review?
2. Write a review of a book that you have read recently.

Unit -4

1. What role does constructive feedback play in improving group performance? Share an example where feedback led to positive outcome in a group setting
2. What qualities does a recruiter look for in a job aspirant in a Group Discussion?

Unit -5

1. Discuss the importance of preparation in successful interviews?
2. Describe a situation where you had to effectively communicate your strengths and qualifications during an interview? How do you ensure your message was clear and memorable?
