K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Rollno…….

End Semester Examination, December 2024

Open Elective – 3rd Semester

COMMUNICATION IN EVERYDAY LIFE (OEC053)

Time: 2.5 hrs. Max Marks: **50**

Note: ***All Questions are compulsory***. *Marks are indicated against each question.*

PART-A

Q.1 *Attempt any Five Questions out of Seven.* **2x5**

(a) Name the 7 Cs of Communication. [CO-1] [L-] **2**

(b) Write a short note on any one barrier of communication. [CO-1] [L-] **2**

(c) Define Scanning. [CO-1] [L-] **2**

(d) What do you mean by monologue? [CO-1] [L-] **2**

(e) Define Netiquettes. [CO-1] [L-] **2**

(f) What do you mean by note-taking. [CO-1] [L-] **2**

(g) Explain the meaning of summarising. [CO-1] [L-] **2**

PART-B

Q.2 Imagine you are a resident of a city that lacks a comprehensive recycling program. Write a formal letter to your city council proposing the establishment of a community recycling program. In your letter, outline the key components of the program, the potential benefits for the community, and any suggestions for funding or resources. Be sure to use clear, respectful language and support your proposal with specific examples or idea. [CO-2] [L-] **10**

OR

What is the difference between formal letters and informal letters. Explain in detail. [CO-2] [L-] **10**

Q.3 Explain the 7Cs of communication in detail. [CO-3] [L-] **10**

OR

Explain Listening skills, speaking skills, reading skills, and writing skills in detail. Give one example of each. [CO-3] [L-] **10**

Q.4 Write the difference between expository essay and narrative essay. [CO-4] [L-] **10**

OR

What is the difference between a monologue and a dialogue. [CO- 4] [L-] **10**

Q.5 What are the different barriers of communication? Elaborate in detail. [CO-5] [L-] **10**

OR

Explain audio visual aids in detail. Give meaning, types, and importance of audio visual aids. [CO- 5] [L-] **10**