

Branch: B.Pharm.

Subject and subject code: Communication Skill (BP105T)

Date: 28 / 12 / 2017

Semester: I

Max. Marks: 35

Time:1.30 Hrs.

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**LONERE– RAIGAD – 402 103**

**Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat labeled diagrams wherever necessary

**Q1 Attempt any One Of the following**

**(10x1=10)**

- a) Define Communication? Description of following points
  - i) Importance of communication
  - ii) Need of communication
  - iii) Scope of communication
- b) Explain Business report? Description of following points
  - i) Structure of business report
  - ii) Types of business report

**Q2 Attempt any Five of the following**

**(5x5=25)**

- a) Define Soft skill and write any 2 types of soft skill
- b) Explain difference between General writing and Technical writing
- c) Short note on Group discussion
- d) Explain barriers of effective communication
- e) Define Communication style and explain types of communication style
- f) Short note on
  - i)Listening skill
  - ii)Presentation
- g) Description ofBusiness letter

**----- END OF PAPER -----**