

Total No. of Questions : 4]

SEAT No. :

PF-1877

[Total No. of Pages : 2

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F.Y. B.Sc.

ENGLISH

AEC-151-ENG : Professional Communication Skills - II
(2024 Pattern) (CBCS) (Semester - II)

Time : 2 Hours]

[Max. Marks : 30

Instructions to the candidates:

- 1) *All questions are compulsory.*
- 2) *Figures to the right indicates full marks.*

Q1) Answer the following (Any 5 out of 7) :

[5]

- a) What is report writing?
- b) Give any two types of soft skills.
- c) What is digital communication?
- d) What is an agenda?
- e) Define decision making.
- f) What is informal communication?
- g) What is verbal communication?

Q2) Write short notes on any two of the following :

[8]

- a) Resume writing.
- b) Time and stress management.
- c) Types of communication.
- d) E-mail writing.

Q3) Answer any one of the following :

[7]

Define and explain the nature of soft skills.

OR

Write a five-minute podcast script reviewing your favourite book.

P.T.O.

Q4) Answer any one of the following.

What are the keys of effective speaking?

OR

Write a report on Annual Function in your college.

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