



**End Semester/Reappear (Semester I) Examination December, 2024**

**Programme: BMLT**

**Course: Communication & Professional Skills**

**Course Code: 42ABMT 108**

**Enrolment no. \_\_\_\_\_**

**Full Marks: 70**

**Time: 3 Hrs.**

Q.No.	Questions	CO	Bloom Taxonomy Category	Marks
<b>Section I</b>				
<b>1</b>	<b>Short Answer type questions.</b>			<b>4 x 5 = 20</b>
a	State four techniques of effective reading.	CO1	Remember	
	or			
b	Explain gathering ideas.	CO1	Understand	
	or			
c	Explain minutes of a meeting.	CO2	Understand	
	or			
d	List techniques of good writing.	CO2	Remember	
	or			
e	Discuss Digital literacy.	CO3	Understand	
	or			
f	Discuss social media etiquette.	CO3	Understand	
	or			
g	Explain nonverbal communication.	CO2	Understand	
	or			
	Discuss facial expression.	CO2	Understand	
<b>Section II</b>				
	<b>Long Answer type questions.</b>			<b>3 x 10 = 30</b>
2	Discuss the importance of Claim in writing .	CO2	Understand	
	or			
3	Evaluate the need for logical sequence in effective writing .	CO3	Create	
	or			
4	Analyze the role of Digital literacy in professional life.	CO3	Analyze	
	or			
5	Evaluate the effective use of social media.	CO3	Evalaute	
	or			
6	Draw a diagram to show a breakdown in communication due to bad listening skills .	CO4	Create	
	or			
	Discuss the common barriers to effective listening.	CO4	Understand	
<b>Section III</b>				
	<b>Application based questions</b>			<b>1 x 20 = 20</b>
7	Analyze the impact of nonverbal communication over verbal communication.	CO2	Analyze	
	or			
	Analyze the importance of eye contact in oral communication.	CO2	Analyze	

**COURSE OUTCOME:**

CO1 Overcoming common communication problems & developing writing skills

CO2 Effectively using nonverbal communication

CO3 Effectively using digital media for communication

CO4 Becoming an empathetic listener and inculcating listening skills