

**BACHELOR OF VOCATION**  
**Subject: Communication Skills**  
**Subject Code: ENG-501**  
**Semester: First**  
**December 2021**  
**Theory (External): 35 Marks**  
**Time: 03 Hours**

59  
 experience. It is also known that information resources are everywhere, often separated from the learner by time and space. Online Education defines the process of connecting learners with these remote resources. No one can deny that learning is a lifelong pursuit where training and retraining become strategies for both individual and corporate success. It is noted that there are a variety of Online Education solutions for every educational need. It is true that while some people agree that Online Education has come a long way and opened new vistas in the field of education, some researchers are still questioning the value of learning through non- traditional means. Whatever is the case, there are various opinions to consider and they are all true in their own right. This shows that people have different opinions about online education and traditional education. Many people prefer traditional education than online education. However, a good online education solution will often be a combination of technology options, creating a set of learning tools that meet the needs of both the instructor and the learner.

No. of words in the passage: 265

- Q5 Write a notice informing the employees about the compulsion of wearing masks and maintaining social distancing in the office. Also direct them to co-operate for regular temperature check-ups.
- Q6 Describe the components of a technical report.
- Q7 The percentage of expenditure of a company under different heads is as follows.

Heads of Expenditure	Salary	Electricity	Conveyance	Machines
Percentage	45 %	20 %	10 %	25 %

Represent this information on a graph/ chart.

- Q8 Write short notes on: a. Communication techniques  
 b. Agenda of the meeting

\*\*\*\*\*END OF THE PAPER\*\*\*\*\*

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

Roll Number									

**SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
 (10x1=10 Marks)

