

COMMUNICATING & PRESENTATION SKILLS

GE-164

PAST PAPER

Short Questions:

Q1: what presentation skills are required to sell a software to a company?

Q2: how does tone effect oral presentation?

Q3: how body language like walking sitting and standing affect your personality?

Q4: what is the difference between formal letters and informal letters?

Q5: why reading skills are necessary to be a good communicator?

Q6: why it is necessary to have knowledge of audience and occasion for a good presentation?

Q7: why does an oral presentation have to be a simple than a return message to the same audience ?
justify.

Q8: do you think good communication in an organisation improves employee's attitude and performance?

Q9: barriers of communication

Q10: describe the importance of effective listening and its outcomes.

Q11: what are needs of audience for good presentation?

Q12: what is the business letter?

Q13: importance of listening and speaking to have a raised status in an organisation.

Q14: what problems should rise from the use of audio visual aids?

Q15: how do you obtain feedback? What difference does feedback make to a writer?

Q16: explain briefly whether agree or disagree with the notion technology will legally replace the need for humans to communicate face to face?

Q17: non verbal communication

Q18: why meetings are important in decision making processes?

Q19: how time acts as non verbal cue? explain with example.

Q20: how should we know that what visuals will work for a games application?

Q21: what points should be kept in mind before writing a message or initiating communication with customer for the first time

Q22: define memo write examples

Q23: what is CV? What are main contents of a CV?

Q24: what is resume? How it differs from a CV?

Q25: what are your reading skills? Define with examples

LONG QUESTIONS:

Q1: Write a memo to your employees and inform them about the new policy for taking leaves. Give details of the policy

Q2: how group meetings help everyone to discuss and derive a solution. explain with an example

Q3: write a letter to a friend in form him/her that the bank has extended credit card limit

Q4: write a memo to your assistant to ask him to arrange a dinner with a client at a good restaurant tell him to share dinner details with the client

Q5: Is the ability to communicate more important to the successful performance of a supervisor's job than to that of a company president's job. Defend your answer

Q6: you are marketing manager of a company write a short memo to your boss and predict market trend for the new product of your company

Q7: write some of the inter-cultural communication issues to consider when deciding whether to accept an overseas job with a firm? A job in your own country with a local branch of a foreign owned firm?

Q8: what are the strategies of time management? discuss with examples

Q9: write an application to your boss for an increment in your salary

Q10: write a memo to your assistant and you from him that he has to prepare a product presentation for a new client. Give him details what to included and how to present