

**POST GRADUATE CERTIFICATE IN
INFORMATION AND ASSISTIVE
TECHNOLOGIES FOR THE
INSTRUCTORS OF VISUALLY
IMPAIRED
(PGCIATIVI)**

Term-End Examination

December, 2025

MVEI-014 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Weightage : 35%

Note : (i) *All questions are compulsory.*

(ii) *All questions carry equal weightage.*

1. Answer any *four* of the following questions in about **150** words each :

- (i) Importance of small talk in business communication.

- (ii) Features of good communication.
 - (iii) What is the basic difference between a resume and a portfolio ?
 - (iv) Difference between oral and written communication.
 - (v) Importance of work ethics.
 - (vi) Characteristics of a good report.
2. Answer the following question in about **600** words :

You are applying for the job of a teacher. Prepare a curriculum vitae with your qualification and experience along with an application.

Or

Write a letter introducing your school to prospective customers. Include in it :

- (a) Services provided by the school.
- (b) What special features does the school have?

[3]

3. Answer the following question in about **600** words :

A recent survey shows that much needs to be done with regard to inclusion of children with visual impairment. Write a report giving your views on the issue and the steps to be taken by the Govt. and NGOs for inclusion of children with visual impairments in the schools.

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