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MVEI-014

**POST GRADUATE CERTIFICATE IN
INFORMATION AND ASSISTIVE
TECHNOLOGIES FOR
INSTRUCTORS OF VISUALLY
IMPAIRED (PGCIATIVI)
Term-End Examination
June, 2026**

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 :
 - (a) How does portfolio act as a learning tool for students.

- (b) What is the difference between an informal report and a formal one ?
 - (c) Four characteristics of a good report.
 - (d) Major characteristics of work ethics.
 - (e) Importance of presentation in a job interview.
 - (f) What is the difference between a curriculum vitae and a brief profile ?
2. Answer the following question in about **600** words :

Your college is ranked best in the city. Prepare a presentation on different aspects of your college and college life.

Or

You are working for a company manufacturing aids for persons with visual impairment. The company wants to launch a new product. Write a report on the marketing strategy to your manager.

[3]

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

You have seen an advertisement for a job you are interested in. Draft a detailed curriculum vitae along with an application to the company.

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