

**POST GRADUATE DIPLOMA IN
INDUSTRIAL SAFETY (PGDINDS)**

Term-End Examination

December, 2025

**MIS-026 : COMMUNICATION SKILLS FOR
INDUSTRIAL SAFETY PERSONNEL**

Time : 3 Hours

Maximum Marks : 70

Note : Answer any *five* questions. All questions carry equal marks.

1. (a) Explain the barriers of communication with respect to noise in the system or communication process. 7
- (b) Briefly trace the history of Internet from ancient to modern times. 7
2. (a) You are going to interview candidates for the position of Safety Manager in a firm. Design a set of seven questions that you would ask. 7

- (b) How do FAQs (Frequently Asked Questions) assist in interview preparation ? 7
3. (a) Explain the three-stage process of technical writing. 7
- (b) Describe the best practices to follow while writing a technical document. 7
4. (a) List the formal elements of a report. 7
- (b) Write an incident report explaining an unexpected expense from the company's budget. 7
5. (a) What is personality and what are its determinants ? 7
- (b) Explain any *one* theory of personality with examples from an industrial safety perspective. 7
6. Explain formal and informal groups along with their types with relevant examples. 14

[3]

7. (a) Explain the importance of writing skills. 7
- (b) Create your resume highlighting your qualification, skills and experience. 7
8. Write short notes on any *two* of the following : 2×7=14
- (a) Conventional Media
- (b) Convergence
- (c) Body language during interview
- (d) Virtual reality

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