

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

Term-End Examination

June, 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. What is communication ? Explain the barriers that may result in unsuccessful communication. 14
2. (a) You have been chosen in round one of the interview for the post of an executive. List down the things you'd keep in mind while preparing for the follow-up interview. 7

- (b) What is an exit interview and why is it important ? List any *five* questions you'd ask an Assistant Manager in his/her exit interview. 7
3. (a) Explain the main components of report writing. 7
- (b) Write a report on recently concluded 'Industrial safety meet' in your organization that saw the participation of academic and industry experts.
(500 words) 7
4. Write short notes on any *two* of the following : 7+7
- (a) Choice of journals
- (b) Review articles
- (c) Research for article writing
5. (a) What is a personality-job fit ? Discuss any *three* themes of individual-work settings that you may categorise yourself in. 7

- (b) Do a SWOT analysis of your department/organization and elucidate on what all your team can do better for enhanced productivity. 7
6. (a) What is decision-making ? Describe its characteristics. 7
- (b) How do past experiences and cognitive biases contribute to the anatomy of a decision ? Explain. 7
7. Write an e-mail to your departmental head highlighting the need for dedicating a day to celebrating 'National Industrial Safety Day'.
(500 words) 14
8. What are graphic aids and why are they used ? List any *five* graphic aids along with their advantages and disadvantages of using them. 14

× × × × ×