

[LD 0212]

AUGUST 2013

Sub. Code: 1914

**DIPLOMA IN DENTAL ASSISTANCE
SECOND YEAR**

PAPER IV – DENTAL ADMINISTRATION AND COMMUNICATION SKILLS

Q.P. Code : 841914

Time : Three hours

Maximum : 100 marks

Answer All questions

I. Elaborate on:

(3 X 10=30)

1. Explain in detail about principles of dental ethics.
2. Explain the parts of a computer and write in brief about operating a computer.
3. Explain the various types of communication.

II. Write Short notes on:

(10 X 5=50)

1. Explain the structure of a business letter.
2. What are parts of a resume?
3. Name five punctuations.
4. How to introduce and greet people?
5. Elements of business skills.
6. What are aims of computer application?
7. What are the components of office application software?
8. Uses of dental photography.
9. Financial management in dental office.
10. Difference between film and digital photography.

III. Short Answers on:

(10 X 2=20)

1. Types of photographic films.
2. What SLR stands for in SLR cameras?
3. Vowels in English alphabets.
4. Name two dental photographic accessories.
5. Expansion of RAM and ROM.
6. What is Ms Office word document?
7. Name the parts of a mouth mirror.
8. Name the parts of digital camera.
9. Name two duties of dentist towards patients.
10. Name two duties of patient towards dentist.
