



**UNIVERSITY OF NORTH BENGAL**  
BSW Honours 4th Semester Examination, 2021

**BSWSEC1 (P2)-SKILLS AND TECHNIQUES IN FIELD WORK**

Full Marks: 60

**ASSIGNMENT**

*The questions are of equal value.  
The figures in the margin indicate full marks.*

**Answer any *three* questions**

20×3 = 60

1. What are some of the skills required by the social worker for effective social work practices? Mention the values and ethical code of conduct of social work profession. 10+10
2. How would you construct social work as a profession? Discuss the common stress factors associated with the profession of a social worker. 8+12
3. What is report writing? Explain the various steps of report writing. Prepare a model report. 5+5+10
4. Discuss the concept of case records. Explain the importance of records with reference to concurrent and block field work. 5+15
5. How is communication important for a professional social worker? Discuss the basic communication skills required to help clients. 10+10
6. Write short notes on any *two* of the following: 10×2 = 20
  - (a) Social and resource mapping
  - (b) Use of PLA and PRA
  - (c) Non-verbal communication
  - (d) Process recording and active listening.

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