



### SECTION-B

- 2) Is pleasing personality important for professional life? Illustrate with examples.
- 3) State five steps to conquering your presentation nerves.
- 4) Explain the various ways in which you can make communication effective.
- 5) Discuss the importance of body language in communication.
- 6) Make a list of some protocols to be followed during a formal telephonic conversation.

### SECTION-C

- 7) Write a report on the quiz competition held in your university.
- 8) Write down the group discussion on the topic "Hard work or Smart work which is important?".
- 9) Write the story of any personality, who has inspired you, the most.

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**