

SECTION-B

2. What is Communication? Describe the process of communication.
3. How can visual aids enhance technical communication?
4. What are the various elements of business writing? Explain.
5. Write a short note on Barriers to listening.
6. Explain the role of Group discussions in formal communication?

SECTION-C

7. Define Resume. Differentiate between resume a curriculum vitae. What are the various elements of good resume?
8.
 - a. What is the difference between Quotations and Tenders?
 - b. Explain the speech mechanism.
9.
 - a. What is the role of reading in communication? Explain.
 - b. What are the precautions which should be taken while conducting a meeting ?

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