

SECTION-B

Q2. Talk about good reading Skills.

Q3. What are the components of an effective talk?

Q4. Grammar :

a. Transform the following sentences as asked :

i. After he had learned his lessons, he went out to play.(Change into simple sentence).

ii. He is too weak to stand up. (Change into complex sentence).

b. One word substitution :

i. One who does a thing for pleasure and not as a profession.

ii. Spoken or written in two languages.

iii. Someone who leaves one's country to settle in another.

Q5. Technical Abbreviation:

a. ICAO

b. mHz

c. ATM

d. TCID

e. NATO

Q6. What is the role of oral communication in society?

SECTION-C

Q7. Describe the process of communication, talk about the process of communication.

Q8. What do you understand by a resume? Frame one.

Q9. What are the techniques to overcome barriers to communication?

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