

[illegible]

- a) What do you mean by empathic listening?
- b) What do you understand by Précis?
- c) What are the features of nonverbal communication?
- d) Define Personality.
- e) What do you understand by Business letter?
- f) What do you mean by Personality?
- g) What do you mean by articulation?
- h) What are the features of informal communication?
- i) How does communication help in business?
- j) How will you express your anger about the traffic jam to your classmate?

SECTION-B

- 2) What are the features of Team presentation?
- 3) What is difference between Extempore and a lecture?
- 4) Write a note on methods of enhancing writing skills.
- 5) Discuss the importance of body language in communication.
- 6) What are the intricacies one should follow while attending an interview?

SECTION-C

- 7) Write down group discussion on the topic "*Need of Industrial Training*".
- 8) Write an essay on "*Politics and Youth*".
- 9) Write down the story of any personality, who has inspired you the most.