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## **SECTION-B**

### **UNIT I**

Q2. Explain in detail the procedure for writing a resume.

Q3. Discuss the various functions of communication.

### **UNIT II**

Q4. Give the various essentials of communication in brief.

Q5. Explain the factors affecting group communication.

### **UNIT III**

Q6. Explain the various barriers to Communication.

Q7. Draft a personal Resume for a job of a manager at a hotel.