

2024

English

Making Effective Communication

Paper Code: SEC0303903

(Common Paper)

Full Marks: 45

Time: 2 hours.

(The figures in the margin indicate full marks for the questions)

1. All the questions are compulsory:

1x5=5

- a) Write an example of verbal communication.
- b) Mention one drawback of non-verbal communication.
- c) Write the full form of e-mail.
- d) Give an example of formal Communication.
- e) Gestures are non-verbal communication (True/False)

2. Answer the questions as directed. (Any five)

2x5=10

- a) Two barriers of Effective Communication.
- b) Write two channels in Communication.
- c) How does Description differ from Explanation.
- d) Write two examples of physical barrier in Communication.
- e) What do you mean by Informal Communication? Explain with examples.
- f) Explain the Semantic barriers in Communication.
- g) Mention two advantages of written Communication.
- h) What do you mean by Mechanical Barriers? Give examples.
- i) What do you mean by kinesics? Explain with examples.
- j) Difference between Semantic barriers and language barriers.

3. Attempt any four of the following questions

4x5=20

- a) Write about the role of Silence in Communication.
- b) Write the importance of Group Discussion in Communication.
- c) Write the importance of listening in Communication.
- d) Write the significance of clarity and audibility in speech and sound in Communication..
- e) Role of pronunciation in Communication.
- f) What is oral presentation.
- g) Difference between Psychological barriers and Semantic barriers.
- h) Punctuate the following:

aditi also has a choice to study in china. Even the college there offers the kind of courses she'd like to study. in addition she'll find a sizeable asian population there. She would have a chance to meet budhists, muslims, jews and some british people too.

4. Attempt any one of the following topics.

10x1=10

- a) Write the characteristics of Effective Communication.
- b) Explain verbal and non-verbal communication with illustrations.
- c) You are Mr. X write an application applying for the post of a sales manager in a company citing your qualifications and other important details.
- d) Write a letter to the editor of a newspaper about the growing menace of liquor-addicts in your locality.
