



## SECTION-B

- Q2. What is communication process? Differentiate between one- way and two- way communication.
- Q3. What are the socio-psychological barriers to effective communication?
- Q4. a. Discuss the importance of presentation skills.
- b. What are the important characteristics of a good power point presentation?
- Q5. a. Draft a tender notice for the supply of computer stationery.
- b. Draft a display advertisement for the latest I phone launched by your company.
- Q6. Write a letter to your suppliers regarding the goods received in damaged condition.
- Q7. a. Briefly explain the importance of non-verbal communication.
- b. Transform the following sentences as directed :
- i) He promised me a gift. {Change the voice}
  - ii) He said to his friend, “where are we going?” {Change the narration}
  - iii) She is tall and slender. {Rewrite using synonym of slender}
  - iv) She ..... [receive] the invitation yesterday. {Fill in the blank using the correct form of receive}
  - v) This program will be telecasted tomorrow. {Correct the sentence}
  - vi) A bunch of flowers. {Give one word substitute}