

**Q.2** (a) Define communication. Explain the process of communication with the help of one example from real life.

**Answer:** Para 1.1, Page 3 of Text Book

(b) Describe at least *three* advantages and disadvantages of oral communication.

**Answer:** Para 1.4, Page 10 of Text Book

**Q.3** (a) What are Synonyms, Antonyms and Homonyms? Give two examples of each.

**Answer:** Para 4.1, Page 71-79 of Text Book

(b) Name three popular reading styles. Give one examples of each style.

**Answer:** Para 4.8, Page 86 of Text Book

**Q.5** (a) Write short notes on any *Two* of the following

(i) Passive Listening

(ii) Active Listening

(iii) Marginal Listening

**Answer:** Para 8.7, Page 193-194 of Text Book

(b) What is the importance of Audio-Visual Aids in a presentation? Explain any *Four* of these aids.

**Answer:** Para 9.7, Page 205-206 of Text Book

**Q.6** (a) Write a short note on Technical Proposals.

**Answer:** Para 15.2, Page 274 of Text Book

(b) Explain briefly some of the important components of E-mails

**Answer:** Para 5.3, Page 94 of Text Book

**Q.7** (a) What is the difference between Solicited Proposals and Unsolicited proposals?

**Answer:** Para 5.1, Page 93 of Text Book

(b) Give an overview of the characteristics of a good report.

**Answer:** Para 15.1, Page 272-273 of Text Book

**Q.8** (a) Describe the main parts of a business letter.

**Answer:** Para 12.4, Page 239 of Text Book

(b) What are the important components of a paragraph?

**Answer:** Para 3.9, Page 59 of Text Book

### **TEXT BOOK**

The Functional Aspects of Communication Skills, Prajapati Prasad and Rajendra K. Sharma, S. K. Kataria & Sons, New Delhi, Reprint 2007.