



**Q. 3. Write Short notes on (Any Three) (15)**

1. Non-Verbal Barriers to communication
2. Group Discussion
3. 7 Cs of oral communication
4. Advantages and disadvantages of oral communication
5. Grapevine communication

**Q. 4. Answer in detail (Any Two) (20)**

1. Explain the different types of listening.
2. Describe the functions of communication.
3. Elaborate the visual signs in non-verbal communication

**Q. 5. Case study (Any one) (15)**

1. Hrishikesh is attending an interview. He has cleared the initial round and the second round with the HR Manager. The next round consists of participating in Group Discussion. Suggest the Do's and Don'ts of a group discussion for Hrishikesh to clear the round.
  
2. You wish to apply for the post of a General Manager in Phoenix Pvt. Ltd. Write an Application Letter and prepare your own Resume for the same (in writing).

-----