



**SECTION – II**

**Q. 4. Case Study** **(15)**

- A. Prepare your resume
- B. Write a letter of application for the post of Finance Manager.

**Q. 5. Answer the following:** **(10)**

- a) List down the various barriers to effective communication and state the ways to overcome those barriers.

**OR**

- b) State the different types of communication that takes place in an organization.
-