

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

1. Debate
2. Internal Communication
3. ABC Rule
4. Group Discussion
5. Grapevine Communication

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

1. Describe the various types of listening.
2. Describe the functions of Communication in detail.
3. Explain the Formal Communication Network.

Q. 5. Case study (15)

You have read a vacancy advertisement in today's newspaper and wish to apply for the post of 'Finance Manager' in XYZ Ltd.

1. Write a letter of application
 2. Prepare your own resume
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