

Most Important Questions: Unit-1**Very Short Questions**

Q.1	What is tone? How many kinds of tone are there? What is Rising and Falling Tone?
Q.2	Define the term " Communication ".
Q.3	What is 'Code' and 'Content '?
Q.4	Define syllables along with appropriate examples.
Q.5	Define stimulus alongwith proper example?
Q.6	What is Response? or What is feedback? What is the role of feedback? How many kinds of feedback are there?
Q.7	Discuss the term ' Barrier'.
Q.8	How noise is treated as barrier?
Q.9	Define grapevine flow of communication? How grapevine cab be utilised by the manager?

Most Important Questions: Unit-1**Long Questions**

Q.1	What do you think is the role and purpose of communication?
Q.2	What are seven Cs of communication?
Q.3	What are the different flows of communication? Discuss each kind along with it's merits and demerits(limitations).
Q.4	What are different barriers to communication?

Most Important Questions: Unit-2**Very Short Questions**

Q.1	What is effective profiling?
Q.2	Differentiate between CV and Resume?
Q.3	What is group discussion? What is the role and importance of group discussion ?
Q.4	Define interview? How many kinds of interviews are there ?
Q.5	What is seminar?
Q.6	What is a conference?
Q.7	Define technical lecture? How many kinds of technical lectures are there?

Most Important Questions: Unit-2**Long Questions**

Q.1	Draft a proposal. Invent necessary details yourself.
Q.2	What is group discussion? What are the skills that can be polished through group discussion?
Q.3	What is a technical lecture? What are the important features of a technical lecture? What are the guidelines to present technical lecture?
Q.4	What is SOP? What are the striking features of an effective and impressive SOP? Draft a SOP for taking admission in IIMT University, Meerut .
Q.5	Differentiate - <ul style="list-style-type: none">* Cv and Resume* Seminar and conference
Q.6	Draft a Resume alongwith covering letter.

Most Important Questions: Unit-3**Very Short Questions**

Q.1	What is thesis? Define.
Q.2	What is poise?
Q.3	What is the role of passion in speech delivery?
Q.4	What is the importance of pitching an idea? How an idea is pitched?
Q.5	What is proposal? How many kinds of proposals are there?
Q.6	Differentiate between solicited and unsolicited proposal.

Most Important Questions: Unit-3**Long Questions**

Q.1	Discuss the structure, and design the Format of – <ul style="list-style-type: none">* Thesis* Project report* Technical proposal
Q.2	How to pitch and idea? What are the necessary preparations? How many kinds of pitch are there?
Q.3	What is the role of poise, passion and illustrations in speech delivery? How these elements are achieved?

Most Important Questions: Unit-4**Very Short Questions**

Q.1	Define leadership communication and its role.
Q.2	What do you know about thinking skills? How many kinds of thinking skills are there?
Q.3	Differentiate between divergent and convergent thinking .
Q.4	Define trust .

Most Important Questions: Unit-4**Long Questions**

Long Questions	
Q.1	What is the role and importance of leadership communication? Also describe its important features.
Q.2	How many kinds of thinking skills are there? Discuss each along with its types.
Q.3	Differentiate between tact and intelligence.
Q.4	What is the role of communication in the context of culture, intentions and feelings.
Q.5	Write a note on- <ul style="list-style-type: none">* How trust can be achieved through communication* How to pass and receive feedback in constructive way

Most Important Questions: Unit-5**Very Short Questions**

Very Short Questions	
Q.1	Define webinar.
Q.2	What do you know about podcasts?
Q.3	What is a blog? Ho many kinds of blogs are there.
Q.4	Define personality.

Most Important Questions: Unit-5**Long Questions**

Q.1	How would you create content for various social media platforms? What are the precautions, that you would handle with?
Q.2	Discuss the role of speech in personality development ? How these two i.e. Speech and Personality are interlinked?
Q.3	Discuss the Personality Assessment theory of- <ul style="list-style-type: none">* Abrahm Maslow* Jung* Vivekananda
Q.4	Write a note on- <ul style="list-style-type: none">* Personality types* Emails and writing etiquettes of email* MBTI* Petsona* Shadow* Anima and animus

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Thank You