

# **Subject: English Communication**

Total Marks: 80

Instructions: Answer all 16 questions. Each question carries 5 marks.

1. Write a formal email to your professor asking for an extension on your assignment.
2. Write a paragraph on 'Importance of Communication Skills in Career'.
3. Differentiate between verbal and non-verbal communication.
4. Write a resume for applying to an IT internship.
5. What are the barriers to effective communication? Explain any 3.
6. Write a report on 'Annual Day Celebration in your College'.
7. What is body language? How does it affect communication?
8. Write a dialogue between two friends discussing their vacation plans.
9. Explain the importance of listening skills.
10. What are the qualities of a good speaker?
11. Write a letter to the editor about poor road conditions in your area.
12. Explain the difference between assertive, aggressive, and passive communication.
13. Write a summary of any short story you have read.
14. Explain the structure of a formal report.
15. What is group discussion? Mention key tips for effective participation.
16. Write a short speech on 'The Role of Technology in Education'.