

SECTION-B

2. What are various stages in communication process? What makes technical communication different from general communication? 4+4
3. Discuss in detail SQ3R as a reading strategy. 8
4. What are various elements of effective writing? Also discuss various writing styles. 4+4
5. Do as Directed :
 - (a) Only a rich man can afford such expensive clothes. *(Change into negative sentence)* (1)
 - (b) I am certain of giving you the desired results. *(Change into complex sentence)* (1)
 - (c) She said, "After the tutorials, I had to rush for my home." *(Change the narration)* (1)
 - (d) "Please, please don't do anything foolish" said the mother. *(Change the narration)* (1)
 - (e) One who offers his service of his own free will. *(Do as word substitution)* (1)
 - (g) A person who easily believes what is told to him. *(Do as word substitution)* (1)
 - (h) Rebel, increase. *(Use each word both as noun and verb)* (2)

SECTION-C

6. What is significance of a report? Elaborate various sections of a formal report. 3+5
7. Differentiate between active listening and passive listening. Discuss some positive listening practices. 4+4
8. What are the important steps in preparing an effective oral presentation? Explain in detail. 8
9. Which areas of telephonic skills need to be developed in a business organization? Compare the skills required for receiving and making telephonic calls. 4+4