**Topics -**

* General question related job interviews
* Resume
* Memo
* Technical report
* Grammar second semester
* what are informal channels of comm.
* Downward communications
* Workplace communications

**QUESTIONS-**

1. What r the steps of communication
2. When communicating with people of diff culture what can you do to reduce misunderstanding
3. Listening speaking reading & writing are essential to be an effective way of communication explain with examples
4. External and internal communication
5. General and technical communication
6. Accuracy in technical communication
7. Objectivity in oral communication
8. What are the different steps involving in process of listening
9. How is hearing different from listening
10. How is effective listening different from ineffective listening
11. What are barriers to listening
12. What is syllable
13. What is word accent –

Any stress or relative emphasis given to a certain part of a verb to make communication effective is called accent

1. Word stress –

Words are made up of one or more than separately pronounced parts of syllable

1. Short note –

* Word stress
* Primary and secondary
* Falling and rising tone
* Pre interview preparation techniques
* Telephonic interview
* General interview question
* Nature and importance of G.D
* Individual contribution in G.D
* Leadership function in G.D
* Importance of oral presentation