

## **Communicative English - Revision Questions & Answers**

### **2a) Mention in detail the barriers and the strategies of effective listening.**

- Barriers: Physical (noise), Psychological (emotions, boredom), Language (jargon), Cultural, Interruptions.
- Strategies: Be present, Active listening, Avoid judging, Clarify doubts, Control emotions, Improve language skills.

### **2b) Write a paragraph in about 300 words on the topic: Generation Gap.**

- Generation gap is the difference in values, ideas, and lifestyles between generations.
- Caused by tech, changing culture, education.
- Older generations value discipline; younger value freedom.
- Can be resolved by empathy, communication, and respect.

### **3a) Explain the nature of Technical Communication and how it differs from General communication.**

- Technical Communication: Factual, formal, task-focused (e.g. manuals).
- General Communication: Informal, expressive, casual.
- Differences: Purpose, tone, audience, content style.

### **3b) Mention the skills required for a successful technical writer.**

- Clear writing, technical knowledge, audience awareness, grammar, organization, research, editing, tool usage.

### **4a) Write in detail the salient features and significance of Report writing.**

- Features: Objective, formal, structured, concise, uses visuals.
- Significance: Aids decision-making, documents info, shows professionalism.

### **4b) Explain briefly the purpose and types of Proposal.**

- Purpose: To suggest a plan for approval/funding.
- Types: Solicited, Unsolicited, Internal, External, Business, Research.

### **5a) Briefly, explain and differentiate: Bio-data, Resume and Curriculum Vitae.**

- Bio-data: Personal + career info (often for marriage/government).
- Resume: Short, tailored for job.
- CV: Detailed academic & professional history.

**5b) Elucidate the characteristic features of an email along with its pros and cons.**

- Features: Subject, greeting, body, sign-off.
- Pros: Fast, convenient, recordable.
- Cons: Can be misunderstood, spam issues.

**6a) Prepare a Resume and Cover letter in response to an advertisement.**

- Resume: Contact info, career objective, skills, education, experience.
- Cover Letter: Address recipient, intro, highlight suitability, closing statement.

**7a) Discuss the skills required for successful Group Discussion.**

- Communication, listening, leadership, clarity, teamwork, body language, staying on topic.

**7b) Describe how to project a positive image during an interview.**

- Dress well, confident body language, good eye contact, clear speech, polite attitude, research company.

**8a) Explain the role of Non-Verbal Communication Skills in Group Discussion and Interview.**

- Shows confidence, attentiveness, and respect.
- Includes: eye contact, posture, gestures, facial expressions, tone.
- Helps in building rapport and impression.