

# Unit 4 PYQ

- 10marks

Explain the goals of a meeting. According to you which goal is the most important and why. (CO4) 10

Explain the elements of an Agenda. (CO4) 10

Explain the various oral forms of presentation at workplace. (CO4) 10

Explain how to open a meeting. (CO4) 10

Elaborate the need of voice dynamics in an effective speech. (CO4) 10

Discuss the role of audio-visual aids in an effective presentation. (CO4) 10

Discuss the role of audio-visual aids in an effective presentation. (CO4) 10

What can happen when you take a call while driving a car? (CO4) 10

- 6marks

How can effective communication be described? (CO4) 6

Discuss the importance of listening in an effective presentation. (CO4) 6

How can you prepare for a conference presentation? (CO4) 6

How do you handle a heated discussion over phone call? (CO4) 6