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VERKATE SHIVARA UNIVERSITY
Warananagar, Chittoor District, AP
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Sl. No.	Question	Answer	Marks	Total
1	Define the term 'Verbal Communication'.	Verbal communication is the use of words to convey a message.	5	5
2	Explain the importance of non-verbal communication.	Non-verbal communication is important as it helps in understanding the true meaning of the message.	5	10
3	What are the barriers to effective communication?	Barriers to effective communication include physical, psychological, and cultural barriers.	5	15
4	How can we overcome the barriers to effective communication?	We can overcome the barriers by using clear and concise language, active listening, and feedback.	5	20
5	What is the role of communication in management?	Communication is the backbone of management and helps in achieving the organization's goals.	5	25
6	Explain the concept of 'Organizational Communication'.	Organizational communication is the exchange of information within an organization.	5	30
7	What are the types of organizational communication?	Types of organizational communication include formal, informal, and cross-functional communication.	5	35
8	How can we improve organizational communication?	We can improve organizational communication by using effective communication tools and techniques.	5	40
9	What is the role of communication in leadership?	Communication is essential for leadership as it helps in motivating and guiding the team.	5	45
10	Explain the concept of 'Public Speaking'.	Public speaking is the act of addressing a group of people in a formal setting.	5	50
11	What are the steps involved in public speaking?	Steps involved in public speaking include preparation, delivery, and evaluation.	5	55
12	How can we overcome the fear of public speaking?	We can overcome the fear of public speaking by practicing and using relaxation techniques.	5	60
13	What is the role of communication in group dynamics?	Communication is crucial for group dynamics as it helps in building trust and cooperation.	5	65
14	Explain the concept of 'Team Communication'.	Team communication is the exchange of information within a team.	5	70
15	What are the factors that affect team communication?	Factors that affect team communication include team size, structure, and culture.	5	75
16	How can we improve team communication?	We can improve team communication by using effective communication tools and techniques.	5	80
17	What is the role of communication in conflict resolution?	Communication is essential for conflict resolution as it helps in understanding the underlying issues.	5	85
18	Explain the concept of 'Conflict Resolution'.	Conflict resolution is the process of resolving a dispute between two or more parties.	5	90
19	What are the steps involved in conflict resolution?	Steps involved in conflict resolution include identification, negotiation, and mediation.	5	95
20	How can we prevent conflict in the workplace?	We can prevent conflict in the workplace by using effective communication and conflict resolution techniques.	5	100

Signature

Date