

B.A. FYUGP 3rd Semester Examination, 2025

Sub. : ENGLISH

Making Effective Communication

Paper Code : SEC0324903N

Total marks : 30

Time : 1½ Hrs.

The figures in the margin indicate full marks for the questions.

1. Answer the following : 1x4=4
 - (a) What is decoding?
 - (b) Effective communication is a _____ process. (Fill in the blank with one-way/two-way)
 - (c) What is an interview?
 - (d) Non-verbal communication means communication without words. (State true or false.)
2. Answer the following questions: 2x3=6
 - (a) Mention two merits of written communication.
 - (b) How does communication help in problem solving?
 - (c) List two disadvantages of oral communication.
3. Answer any two questions from the following : 5x2=10
 - (a) What is non-verbal communication ? Discuss with examples.
 - (b) Discuss listening as an effective tool for successful communication.
 - (c) What are the features of a successful Group Discussion?
 - (d) List some factors that ensure effective communication.
4. Answer any one of the following Questions : 1x10=10
 - (a) Write briefly on the barriers of Communication.
 - (b) Distinguish between formal and informal communication with examples.
 - (c) Suppose you are a candidate for a job. Write a resume for the same.