

Fy (B II) Eff. Communication  
Block x10 13 IJ9 AET 8 - I  
Oct. 2009. L - 12

**Time : 2 hours**

**Marks : 60**

**NOTE :** 1) Question 1 and Question 2 are compulsory.  
2) Figures to the right indicate full Marks.

**Q. 1** State the bad habits of listening and discuss the ways to overcome the barriers caused by them. (15)

**Q.2a)** State and explain the characteristics of effective communication. (7)

b) Draft a short speech on the occasion of inauguration of an international seminar organized by your college. (8)

**Q.3** State and explain the barriers to communication. (15)

**OR**

**Q. 3** Draft a notice, agenda and minutes for your housing society's meeting. You may include a few topics related to society's problems of water supply, leakage etc. (15)

**Q.4** How would you prepare for a presentation? (15)

**OR**

**Q.4** Explain verbal communication and bring out the difference between oral & written communication. (15)

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