

(6)  
PQ10SMI-2  
**BY SMART - COMM SKILLS.**

**QI. Attempt any Two (2)**

**15 Marks**

- a) Explain the process and elements of effective communication with diagram.
- b) Explain the various channels of organization communication.
- c) Give the Importance of communication in the corporate world.

**QII. Attempt any Two (2)**

**15 Marks**

- a) What are the objectives of communication? Explain them.
- b) Explain the Barrier of organization communication.
- c) Explain the Non-Verbal methods of communication.

**QIII. Attempt any Two (2)**

**15 Marks**

- a) Explain the written communication and its characteristics.
- b) Explain the Organizational Barriers in communication.
- c) Explain the parts of Business letter with an example.

**QIV. Attempt any Two (2)**

**15 Marks**

- a) What is the Oral communication? Give it essentials.
- b) Explain Presentation Skills.
- c) What is Report Writing? Explain its types.

**QV. Attempt any Three(3)**

**15Marks**

Write a short note on -----

- a) Decoding
- b) Information Objective
- c) Body language Non-verbal communication
- d) Physical barrier in communication
- e) Completeness.