

Total number of printed pages-02

3(Sem-8/FYUGP)BNC(A)/SECI

2025

ENGLISH

(Skill Enhancement Course)

Paper Name: Making Effective Communication

Paper Code: **ENG-SEC-233**

Full Marks: 30

Time: One and Half Hour

(The figures in the margin indicate full marks for the questions)

Answer in English

1. Answer the following questions:

1x4=4

- (a) Define Communication.
- (b) From which Latin word does the term “communication” originate ?
- (c) Name any two forms of verbal communication.
- (d) Give one example of a physical barrier to communication.

2. Answer any three of the following questions:

2x3=6

- (a) Differentiate between interpersonal and intrapersonal communication.
- (b) Explain briefly the term “feed-back” in the context of communication.
- (c) Mention any two emotional barriers to communication.
- (d) How does active listening enhance communication ?

3. Answer any two of the following questions: 5x2=10

- (a) Discuss any five qualities of an effective communicator.
- (b) Explain different forms of non-verbal communication with examples.
- (c) Describe various types of barriers to communication and how to overcome them.

4. Answer any one of the following questions: 10x1=10

- (a) Describe the various types of listening and barriers to effective listening.
- (b) Write an application to the District Elementary Education officer for a vacant post of an Assistant teacher in an L.P. School. Attach your full Bio-data.
