

**GOVERNMENT COLLEGE FOR WOMEN(AUTONOMOUS),SRIKAKULAM
REACCREDITED WITH NAAC 'A' GRADE**

**B.A, B.Com, B.Sc (Supplementary)Semester-I
(w.e.f.2023 – 24 Admitted Batch)**

**PAPER : Communication Skills
Marks : 50**

**TIME : 2 Hrs
Date : 11-12-2024**

Section-A

Answer any three of the Following

3X10=30 Marks

1. What do you mean by effective communication and write the strategies of effective communication?
2. Define Presentation and how do you prepare for a good presentation.
3. Explain about verbal and non-verbal communication in presentation.
4. Write the definition of Interview and few basic interview questions.
5. What is the structure and process of Group Discussions?

Section-B

Answer ANY four following questions

4X5=20Marks

6. What are the principles of communication?
7. What are the barriers of effective communication?
8. What are the visual aids/materials used in the presentation?
9. How do you analyze audience and manage their questions asked?
10. Write the do's and don'ts to follow while giving a presentation.
11. What are the steps you follow before, during and after an interview?
12. What are the do's and don'ts to follow in an interview?
13. What are the steps you follow while participating in a group discussion?