

**Bharati Vidyapeeth  
(Deemed to be University), Pune**

**School of Distance Education**

<b>Assignment No.</b>	<b>1</b>	<b>Name of the Assignment Setter:</b>		<b>Prof. M.P. Shaikh</b>	
<b>Course:</b>	<b>2018</b>	<b>Class:</b>	<b>S.Y.B.A.</b>	<b>Semester:</b>	<b>III</b>
<b>Subject:</b>	<b>COMMUNICATION SKILLS IN ENGLISH –I</b>				
<b>Q.1)</b>	Attempt <b>ANY ONE</b> of the Following ( <b>1000 Words</b> )				<b>(10)</b>
	<b>a)</b>	<b>Describe the concept of ‘Communication’ and explain the purpose of communication in detailed.</b>			
	<b>b)</b>	<b>What are the common barriers to ‘Listening Process’ and what are the measures to improve listening?</b>			
<b>Q.2)</b>	Attempt <b>ANY TWO</b> of the Following ( <b>800 Words</b> )				<b>(10)</b>
	<b>a)</b>	<b>What are the various barriers to communication?</b>			
	<b>b)</b>	<b>Discuss the different types of non-verbal communication.</b>			
	<b>c)</b>	<b>Describe in brief the process of communication.</b>			
	<b>d)</b>	<b>What things should be cared of while writing an effective e-mail?</b>			
<b>Q.3)</b>	Write Short Notes on ( <b>ANY TWO</b> )				<b>(10)</b>
	<b>a)</b>	<b>‘Encoding’ and ‘Decoding’</b>			
	<b>b)</b>	<b>DO’s and DON’Ts of interview process</b>			
	<b>c)</b>	<b>Major types of reading.</b>			
	<b>d)</b>	<b>Ways to build vocabulary</b>			
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