

BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), PUNE (INDIA)
School of Distance Education

Assignment No.	01	Name of the Assignment Setter:	Prof.D. H. Malve
Course:	CBCS-2018	Class: S.Y.B.Com.	Semester: III
Subject:	Communication Skills I		

Q.1	Attempt ANY ONE of the following (1000 Words):	(10)
A)	Explain meaning, importance and nature of communication.	
B)	Discuss various barriers of effective communication	
Q.2	Attempt ANY TWO of the following (800 Words):	(10)
A)	Describe the nature of non-verbal communication	
B)	What are the advantages of oral communication?	
C)	What are the limitations of written communication?	
D)	Discuss the role of computer in communication	
Q.3	Write Short Notes on (ANY TWO):	(10)
A)	Body Language	
B)	Importance of Listening	
C)	Resume	
D)	Termination Letter	