

**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>B.A.</b>	<b>Class:</b>	<b>T.Y.B.A. (English)</b>	<b>Semester:</b>	<b>V</b>
<b>Subject: A513 English (S5) -I (Speaking and Writing Skills in English-I)</b>					
<b>Q.1)</b>	Attempt <b>ANY ONE</b> of the Following ( <b>1000 Words</b> )				<b>(10)</b>
a)	<b>Describe the concept of ‘Communication’ and explain the process of communication in detailed.</b>				
b)	<b>What are the differences between Verbal communication and Non-verbal communication?</b>				
<b>Q.2)</b>	Attempt <b>ANY TWO</b> of the Following ( <b>800 Words</b> )				<b>(10)</b>
a)	<b>What are the various features of effective communication?</b>				
b)	<b>Discuss the different types of non-verbal communication.</b>				
c)	<b>Write a note on Written and Spoken Communication.</b>				
d)	<b>What are the differences between ‘formal’ and ‘informal’ Communication?</b>				
<b>Q.3)</b>	Write Short Notes on ( <b>ANY TWO</b> )				<b>(10)</b>
a)	<b>Body language</b>				
b)	<b>Pronunciation</b>				
c)	<b>Organisation of speech</b>				
d)	<b>Fluency</b>				
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