

Communication Skill bca sem-3

1. What is Communication? Explain purpose of communication.
2. Give detail note on planning for Presentation.
3. Explain “ Introduction” and “ Conclusion” in structure of Presentation.
4. What is Group Communication? What is the importance of Group Communication?
5. Give elaborate note on types of Group.
6. Give detail note on obstacles of Listening.
7. What is Listening? How to become effective listener.
8. Write a short note on body of Presentation.
9. What is Resume? Explain what rare the information should be included in it.
10. What is difference between resume & CV.
11. What is Interview? Write objectives of Interview.
12. What are the types of Interview?
13. Give elaborate note on ‘preparation for Interview’
14. What is Group Discussion? What are the features of it?
15. What are the advantages & disadvantages of group Discussion?