

SECTION-B

UNIT-I

- Q2. Developing effective reading habits is very important for effective communication. Explain.
- Q3. Write a note on recognizing a broad range of thought patterns in reading selections.

UNIT-II

- Q4. Listening is a key ingredient of effective communication. Explain in detail.
- Q5. Discuss in detail the various types of listening.

UNIT-III

- Q6. Write a letter accepting an offer of agency for ceiling fans.
- Q7. What are the important guidelines for writing a good resume?

UNIT-IV

- Q8. Explain the art of public speaking and highlight its advantages.
- Q9. Explain the importance of Group Discussion and discuss the various guidelines for Group Discussion.