

□ Answer in 250 words (Any 10 questions):

1. How do politeness strategies like repetition and clarification improve workplace communication?
2. Describe the importance of listening skills in business and academic settings.
3. Explain how feedback contributes to effective communication.
4. Discuss the barriers to effective communication and how to overcome them.
5. Illustrate the difference between verbal and non-verbal communication with examples.
6. What is code-switching, and how is it used in professional conversations?
7. Explain the significance of clarity and conciseness in business communication.
8. How does culture influence communication at the workplace?
9. Define 'communicative competence'. Why is it essential for professionals?
10. How does context determine the style and tone of communication?

□ Answer in 250 words:

11. Describe the elements of an effective business presentation.
12. What is the role of body language in interviews and meetings?
13. Discuss the features of a professional email and common errors to avoid.

14. How can you manage group discussions effectively in a workplace setting?
15. Explain the importance of audience analysis in professional communication.
16. What are the techniques used in persuasive communication?
17. Describe the steps involved in writing a project report.
18. What is telephonic communication etiquette? Illustrate with examples.
19. How can professionals improve their confidence in public speaking?
20. Why is proofreading important in business communication?

□ Answer in 500 words (Any 3 questions):

1. Critically analyze the passage “Calculus Can Save Life”. How does the text integrate mathematical thinking with communication skills?
2. Discuss the role of pre-reading activities (like predicting, listing, brainstorming) in enhancing reading comprehension.
3. Explain how note-taking strategies help students retain and process academic content. Give examples.