



## SECTION-B

2. Explain external and internal functions of communication.
3. Discuss in detail the various types of barriers to communication.
4. Explain the format for formal letters by taking suitable examples.
5. What are interviews? Explain.
6. Write the different steps for creating a Dissertation.

## SECTION-C

7. Explain the following in detail :
  - a) Technical Reports
  - b) Creating Indexes
8.
  - a) Explain the seven C's of Communication.
  - b) Differentiate Meetings and Conferences.
9. Discuss the following concepts by taking suitable examples :
  - a) Precise Writing
  - b) Non Verbal Communication

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**