



## **SECTION-B**

2. What is Communication? Explain in detail the process of Communication.
3. Describe the complete process of preparing for a good oral presentation. Also highlight the importance of good presentation skills in professional skills.
4. Write a job application letter for the post of Computer Engineer along with your CV.
5. Write an e-mail to your friend about how you have found e-mail more useful and effective than a traditional letter.
6. Write a sales letter to an educational institution describing the best quality of laptops that your firm manufactures.
7. Discuss the different types of communication in an organisation.

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