

Communication in Professional Life Practical Exam

20 Marks

Q 1. Write notes on either A or B

A. 7 Cs of effective communication

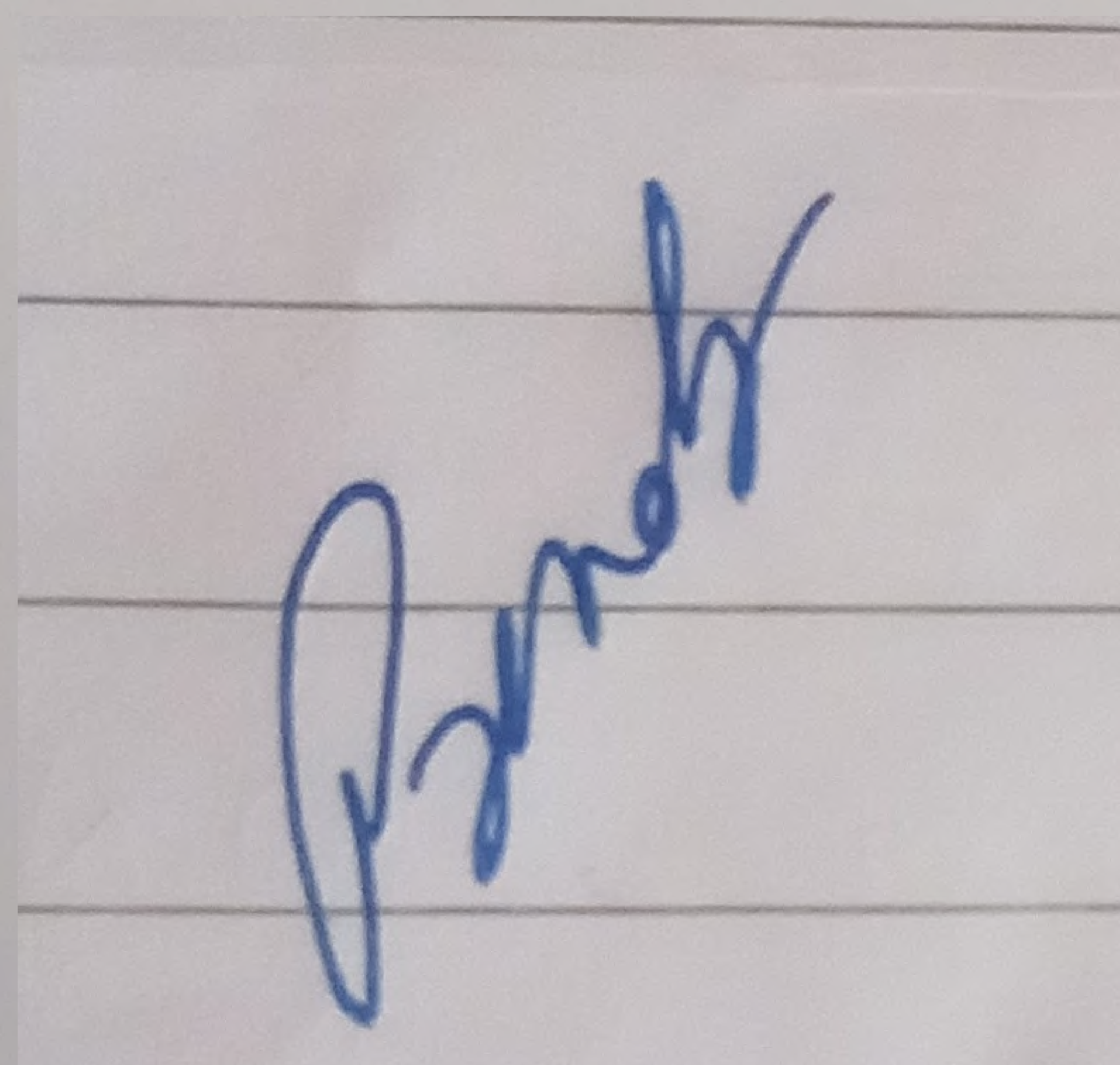
B. Explain all the steps of the Communication Cycle with a diagram.

20 Marks

Q 2. Answer either of the following questions

A. Imagine you have been employed at different posts specific to your discipline for the past 5 years. Prepare your CV enlisting all your work experience.

B. Imagine you are the Branch Manager of a reputed bank. For the upcoming holiday season, you have received orders from the head office to organise a picnic for all the employees in your branch. You called a meeting to discuss all the particulars with the other senior employees of the branch. Write a detailed minutes of the meeting.

A handwritten signature in blue ink on lined paper. The signature is stylized and appears to be 'Pranab Bora'.