

Aryan College

Communication Skills

Unit I:

1. Define oral communication. (2013)(2015)(2017)
2. What do you understand by the term "Resume writing". (2017)
3. Write 2 merits of written communication. (2017)(2015)
4. What do you understand by the term "Career Objective" in resume writing. (2017)
5. Discuss any 2 kinds of channels of communication. (2017)
6. Distinguish between formal and informal kinds of communication? Explain the "Grapevine communication". (2017)
7. Elaborate on merits and demerits of Oral communication. (2017)(2016)
8. What is "Resume writing" and what important points have to be kept in mind while preparing an effective resume? (2017)
9. Elaborate on the "Communication Barriers". How can you manage effective communication? (2017)
10. Define non-verbal communication and its types. Also explain its significance in organizations. (2017)(2016)
11. Discuss in detail the common components of business letters. (2017)
12. Write an application for the post of sale manager in a reputed Television company. (2017)
13. What is C.V? (2015)
14. How many kinds of letter are there? (2015)
15. Write any two barriers to effective communication? (2015)
16. What is communication and how many kinds of communications are there? (2015)(2016)
17. Briefly elaborate the merits and demerits of oral communication? (2015)
18. Mention any 5 points for writing an effective resume? (2015)
19. Explain in detail the structure of a business letter. (2015)
20. Explain the merits and demerits of written communication. (2015)(2016)
21. Prepare a resume for applying to the post of assistant manager in a pharmaceutical company. (2015)
22. What do you understand by the term 'Communication'? (2014)
23. Write the names of various parts of a business letter. (2014)
24. Define the term "Formal Communication". (2014)
25. Write the important characteristics of resume writing. (2014)
26. State the difference between oral communication and written communication (2014)
27. Write the importance of effective communication. (2014)
28. How can you make a business letter effective? Explain (2014)
29. Write the various points you will keep in mind while preparing your curriculum vitae. (2014)
30. Write in detail the advantages and disadvantages of Written communication (2014)
31. Discuss in detail the structure of a business letter. (2014)
32. Write an application along with a brief resume to the personnel Manager, Rastogi Intercontinental, Mumbai for the post of a secretary. (Do not disclose your real identity) (2014)

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33. List types of communication. (2013)
34. List various parts of Bio-Data. (2013)
35. List the features of an application for a job. (2013)
36. Explain the importance of a business letter. (2014)
37. What do you understand by communication. (2013)
38. Draw outlines of an application for an employment. (2013)
39. What is resume writing? What are the major points that should essentially be incorporated in resume writing. (2016)
40. Explain the term "Formal Letter". (2016)
41. Write a letter to the manager of a private firm applying for the post of a management trainee in the sales department. Also encloses your resume with the letter. (2016)

Unit II:

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1. How many kinds of report are there? Elaborate. (2017)
 2. What is the importance of Notice Writing. (2017) (2015)
 3. What is importance of circulars. (2017)
 4. What do you understand by "Minutes of meeting". (2017)(2015)(2016)
 5. Briefly elaborate on the "Minutes of the meeting". (2017)
 6. What is report and what are elements of effective business report writing? (2017)
 7. Write a report on a survey conducted by your group to monitor the implications of "Swachh bharat mission" (2017)
 8. Distinguish between "Notice and Agenda". Prepare a notice as the secretary of sarita society, informing the members of New Year get together being organized on 2nd Jan. (2017)
 9. What is the different section of formal reports? (2015)
 10. Explain the term "Agenda Writing"? (2015) (2014)(2016)
 11. Explain the term "Reporting Writing"? (2015)
 12. Differentiate between interpretive report and information report. (2015)
 13. What are the points should be included in agenda drafting? (2015)
 14. Write a report on the cultural activities organized in the college. (2015)
 15. As the secretary of the LIC housing colony, prepare a notice informing the resident of a "holi get together" in the colony. (2015)
 16. Describe the important characteristic of minutes writing. (2015)
 17. What is report writing? Mention the name of various types of reports. (2014)(2013)
 18. What do you mean by Minutes Writing. (2014)(2013)
 19. Why do we write notices? (2014)

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20. What are the salient features of a good report? (2014)
21. What is the purpose of circulars? (2014)
22. Discuss various types of reports (2014)
23. Write a lucid report on the various activities of students during the cultural festival celebrated in your college. (2014)
24. Prepare a notice for the schedule of sports week in your college. (2014)
25. List types of agenda.
26. List the salient feature of minutes writing. (2013)
27. List the features of notice writing. (2013)
28. Write important characteristics of report writing (2013)
29. List the sections of a report. (2016)
30. What is the purpose of Time Table?
31. Draw a sample of a report.
32. What is the importance of an agenda?
33. Prepare a time table of examination.
34. Prepare a notice for schedule of practical examinations.
35. Draft a notice as the secretary of student union asking students to give their names for participation in annual functions with list of various activities.
36. What is circular. (2016)
37. What are Notices? Explain their importance. (2016)
38. Differentiate between "Notice and Agenda" (2016)
39. Draft a notice for inviting articles in English and Hindi from the students for the college magazine. (2016)
40. What are the important characteristics of "minutes of meeting" Explain by an example. (2016)