

S.S. Jain Subodh P.G. College, Jaipur

SEC-51T-105- Effective Communication Skills

II Semester

Attempt one questions from each unit:

Unit I

1. Define communication and explain its major components. Discuss how each component contributes to the effectiveness of the communication process with suitable examples.
2. Discuss the different types of communication (verbal, non-verbal, written, formal, informal, etc.). Explain their importance in academic and professional contexts.
3. What are barriers to communication? Analyze various types of communication barriers and suggest practical strategies to overcome them in real-life situations.

Unit II

1. Explain the meaning and significance of non-verbal communication. Discuss how non-verbal cues support or contradict verbal messages with examples.
2. Describe the major modes of non-verbal communication such as body language, facial expressions, gestures, posture, eye contact, and proxemics. How do they influence interpersonal communication?
3. Discuss the do's and don'ts of non-verbal communication in professional and social settings. Illustrate your answer with real-life situations.

Unit III

1. What is effective listening? Explain the techniques of effective listening and discuss how listening skills improve comprehension and communication competence.
2. Explain the importance of tone and intonation in spoken English. How do variations in stress, pitch, and rhythm affect meaning and interpretation?
3. Discuss the role of pronunciation and understanding English sounds in developing speaking skills. Suggest methods to improve speaking clarity and fluency.

Unit IV

1. Explain the techniques of effective reading. How do skimming, scanning, and intensive reading contribute to better comprehension?
2. Discuss common errors in English writing (grammar, punctuation, spelling, sentence structure, etc.). How can learners avoid these errors?
3. Reading and writing are complementary skills. Discuss this statement with reference to comprehension, vocabulary development, and academic success.