

BA.ENG. (H):1st Sem.

Communication Skills

Code: BA.ENG101

OBJECTIVE: To enhance the oral and written communicative competence of the students, to enable them to communicate effectively in professional context.

QUESTIONS:

- 1) Communication is a two-way process which may be hampered by some 'noise'. Discuss this statement in detail by enumerating the various barriers to communication.
- 2) What are the essentials (Or 7 C's) to effective communication?
- 3) What are the components of communication? Explain in detail by using a flow chart of the communication cycle.
- 4) What are the essential features of Formal Report?
- 5) What are the key points to a successful group discussion?

PROCEDURE: For completing the assignment students should refer to the books mentioned in syllabus and they can take help from internet. The assignment should be handwritten and properly filled. Students should make assignment in the following manner:

1. Cover page
2. Objectives
3. Index
4. Content
5. Conclusion
6. References

OUTCOME: After doing this assignment, students will come to understand the British social and literary history which will enable the students to read and interpret British literature in perspective.

REFERENCE BOOKS:

- [1] Maison, Margaret, *Examine your English*, Orient Longman, 2007
- [2] Lewis, Hedwig, *Body Language: A Guide for Professionals*, Response book, 2000.