

1 BCA 1 SEM IMP

ENGLISH

1. WHAT DO YOU MEAN BY COMMUNICATION ? EXPLAIN THE PROCESS OF COMMUNISATION.
2. WHAT ARE BARRIERS OF COMMUNICATION ?
3. HOW IS A TELEPHONIC CONVERSATION DIFFERENT FROM A FACE-TO-FACE ONE?
4. WHAT IS A JOB APPLICATION? WHAT IS CURRICULUM VITAE OR RESUME?
5. WHAT ARE JOB INTERVIEWS ? MENTION SOME TIPS FOR BOTH THE INTERVIEWEE AND THE INTERVIEWER .
6. WHAT IS TEAMWORK ? WRITE SOME ESSENTIAL TIPS FOR BETTER TEAM WORK?
7. WHAT ARE THE FEATURES OF EFFECTIVE PUBLIC SPEAKING (EPS) ?
8. WHAT IS A GROUP DISCUSSION ? WHAT ARE THE SKILLS REQUIRED TO PARTICIPATE IN A GROUP DISCUSSION?
9. HOW TO PREPARE A GOOD PUBLIC SPEECH?
10. WHAT IS A REPORT ? WHAT ARE ESSENTIAL ELEMENTS OF REPORT?
11. WHAT IS PARAPHRASING ? WHAT IS THE PROCESS OF PARAPHRASING ?
12. WHAT DO YOU MEAN BY COMMUNICATION EXPLAIN THE PROCESS OF COMMUNICATION?
13. WHAT ARE BARRIERS OF COMMUNICATION ?
14. WHAT ARE THE CONVERSATIONAL PROBLEMS OF SECOND / FOREIGN LANGUAGE USERS ?

15. HOW IS A TELEPHONIC CONVERSATION DIFFERENT FROM A FACE TO FACE ONE?

16. WHAT ARE SOME ETIQUETTES ONE MUST FOLLOW DURING A TELEPHONIC CONVERSATION ?

17. WHAT IS A JOB APPLICATION ?

18. WHAT IS A CURRICULUM VITAE OR RESUME ? WHAT ARE THE CHARACTERISTICS OF A GOOD RESUME ?

19. GIVE ONE EXAMPLE TO SHOW HOW TO WRITE A CORRECT

20. WHAT IS MEANT BY PERSONALITY DEVELOPMENT ? WHAT ARE THE DETERMINANTS OF PERSONALITY?

21. WHAT ARE THE CHARACTERISTICS OF EFFECTIVE / GOOD PRESENTATION?

22. WHAT ARE JOB INTERVIEWS ? MENTION SOME TIPS FOR BOTH THE INTERVIEWEE AND INTERVIEWER.

23. WHAT ARE THE EFFECTIVE LEADERSHIP SKILLS THAT A PERSON MUST POSSESS IN ORDER TO BE AN EFFECTIVE LEADER?

24. WHAT IS TEAMWORK ? WRITE SOME ESSENTIAL TIPS FOR BETTER TEAM WORK ?

25. WHAT IS EFFECTIVE COMMUNICATION? WHAT ARE THE BENEFITS OF EFFECTIVE COMMUNICATION?

26. WHAT IS LETTER WRITING ? EXPLAIN THE TYPES AND RULES OF LETTER WRITING ?

27. WHAT ARE THE FEATURES OF EFFECTIVE PUBLIC SPEAKING (EPS). 28. WHAT IS A GROUP DISCUSSION ? WHAT ARE THE SKILLS REQUIRED TO PARTICIPATE IN A GROUP DISCUSSION.

29. WHAT IS A REPORT? WHAT ARE THE ESSENTIAL ELEMENTS OF A REPORT?

30. WHAT IS SPOKEN AND WRITTEN COMMUNIC DISCUSSTHE ENGLISH AS A VEHICLE OF SPOKEN AND WRITTEN COMMUNICATION ?

(NOTE :- ALL THE PARAGEAPHS OF UNIT - 5)