

PRACTICE SET
End Semester Examination, December, 2025

Program: Diploma
Semester: III
Course: Communication and Soft Skill
Subject Code: 40D.201

UNIT- I

SECTION A (5 marks)

1. Define Communication. Discuss the role of communication in today's world.
2. Explain the objectives communication.
3. Discuss the elements of communication.
4. List four common barriers of effective communication.
5. List different types of non- verbal communication and describe each briefly.

SECTION B (10 marks)

6. Define skills. Bring out the difference between hard skills and soft skills.
7. Differentiate between verbal and non-verbal communication.
8. Describe the communication process with the help of a diagram.

SECTION C (20 marks)

9. Evaluate the importance of effective communication in an organization.. Illustrate how clear communication helps in ensuring productivity and thereby profitability of the company.
10. Explain the various barriers in the process of communication with reference to how to eliminate those barriers.

UNIT II

SECTION A (5 marks)

11. Explain language skills.
12. Verbal communication is about language, both written and spoken. Interpret.
13. Listening is key to all effective communication. Judge
14. Explain the importance of non- verbal communication in an organization.
15. Explain grapevine and state its implication in an organization settings.

SECTION B (10 marks)

16. Classify verbal mode of communication with examples.
- 17 Compare oral and written forms of Verbal communication.

18. Differentiate between formal and informal communication network.

SECTION C (20 marks)

19. It is a well-known saying, “Take care of Communication and success shall take care of itself. Justify.

20. Reading, Writing, Speaking, and Listening are the four foundational skills of any language. Analyse.

UNIT – III

SECTION A (5 marks)

21. What do you understand by planning of graphics? Explain.
22. Compare textual representation and visual representation.
23. Graphics often combine text, illustration, and colour. Elaborate.
24. Analyse planning and placing of graphics.
25. Formulate the role of graphics in an organization.

SECTION B (10 marks)

26. Explain graphical communication and discuss its importance.
27. A picture is worth a thousand words. Interpret in relation to graphics.
28. Evaluate the role of pie charts, maps, pictographs, and bar charts in data representation.

SECTION C (20 marks)

29. Analyse how the use of visual aids (such as diagrams, symbols, and flowchart) can improve better understanding for effective functioning of an organization.
30. Explain the role of graphic in technical and industrial communication.

UNIT – IV

SECTION A (5 marks)

31. “Communication on telephone is also a skill”. Discuss with suitable example.
32. Evaluate the role of intensive listening in telephonic conversations.
33. Define listening. Discuss the stages of listening.
34. Differentiate between hearing and listening.
35. Identify the role of proxemics, haptics and chronemics in non-verbal Communication

SECTION B (10 marks)

36. “Good telephone etiquette is essential for the success of any business”. Justify the given statement with example.

37. Certain problems in telephonic conversations arise due to lack of body language, and eye contact. Judge.

38. List and briefly describe the different types of listening with suitable examples.

SECTION C (20 marks)

39. Examine how communication and soft skills enhance workplace culture in an industry. Cite relevant example of positive communication practice.

40. “Active listening is the backbone of effective communication.” Is it a myth or reality? Evaluate the given statement with example.

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Disclaimer: - This is a Practice set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.