

**NRI INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY – MBA
BHOPAL (M.P.)**

**CLASS - MBA
SEMESTER - 1st**

**ASSIGNMENT- FEB- MARCH 21
SUBJECT - COMMUNICATION SKILLS
PAPER CODE -104**

Note: -All questions are compulsory

Q 1) Describe the meaning of Communication Barriers to Effective Communication and how you can overcome with it?

Q2) Explain the types of business Letters. Write an application along with self Resume for the Advertisement Published in Times of India as on 23/2/2021 for the post of Asst. Manager in Asian Paints , Mumbai. Contact to HR Manager, Mumbai.

Q3) Elaborate strategies to develop effective communication skills. Write Do's & Don'ts of Group discussion & Public Speaking.

Q4) Explain the Types of Non Verbal Communication in details including Kinesics, Proxemics, Chromics, Para language, Artifacts.

Q5) What is Report Writing? Explain the importance and process of Report writing with an Example.