



## OBJECTIVES

(6<sup>th</sup> Dean Committee Syllabus)

Course No.: AEC-112 (New)

Course Title: Communication Skills

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- All Important Objectives are shortlisted in this file for the convenience of the students.
  - Students are required to take a print of this file to study at the time of exam.
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### AEC 112 - Objectives

Course Title - Communication Skills

#### Q.1) Do as directed:

1. I am an Indian.

→ Sentence structure: Simple sentence

2. I fear that I shall fail.

→ Clause: Noun clause (that I shall fail)

3. I have not seen Radha six years.

→ Correct sentence: I have not seen Radha for six years.

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4. Navin my brother was born in 1989.

→ With commas: Navin, my brother, was born in 1989.

**Q.2) Fill in the blanks with appropriate words:**

1. A person needs to see **his or her** dentist twice a year.
2. Each of these companies had **its** books audited.
3. The Washington team was opportunistic; **it** took advantage of every break.
4. The committee members put **their** signature on the document.
- 5 **Active and effective listening** must be to become an effective speaker.
- 6 .Eye contact establishes an immediate bond with an **audience**.
7. The word précis means summary; it is **the main theme of the passage**.
8. An impromptu speech is **without a prior and specific preparation**.
9. Note-taking helps students **to relate ideas and organize material**.

**Q 3 ) Define.**

**1) Communication.**

- Communication is the process of exchanging ideas, thoughts, information, and feelings between individuals or groups to create mutual understanding.

**2) Define verbal communication.**

- Verbal communication is the exchange of information through spoken or written words. It includes face-to-face conversations, speeches, telephone calls, and written messages.

**3). Define non-verbal communication.**

- Non-verbal communication is the transmission of messages without the use of words. It includes facial expressions, gestures, posture, body language, eye contact, and tone of voice.

**4) State any one model of communication.**

- Shannon and Weaver Model of

**5) What is self-esteem? Give two points to build self-esteem.**

Self-esteem refers to a person's confidence in their own worth and abilities self-respect.

**Two points to build self-esteem:**

1. Think positively and appreciate your strengths.
2. Set realistic goals and work to achieve them.



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