

# TILAK MAHARASHTRA VIDYAPEETH, PUNE

BATCHLOR OF JOURNALISM (B.J.) (YEAR- I)

**Communication Skills**  
**HOME ASSIGNMENT 2015-2016.**

**SEMESTER: - I**

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**Text - Communication Skills.**

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**Home Assignment – I (Communication Skills:-Chapter 1 to Chapter 4):-**

**A) Write short notes on the following. (Any two) (10)**

- 1) Classification of Business Communication.
- 2) External Communication.
- 3) The Medium of communication.
- 4) Accuracy

**B) Answer in brief (any two) (10)**

- 1) Explain the communication cycle in brief.
  - 2) Which are the barriers of communication?
  - 3) What are the functions of non verbal Communication?
  - 4) What is written communication?
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**Home Assignment – II Communication Skills:-Chapter 5 to Chapter 9**

**Q.3.A) Write short notes on the following. (Any two) (10)**

- 1) The techniques of Delivery of Speech.
- 2) Listening and Hearing.
- 3) The types of Body Language.
- 4) Facial Expressions.

**B) Answer in brief (any two) (10)**

- 1) Prepare a chart of "Board Of Directors".
  - 2) What is indented style?
  - 3) Write a note on video conferencing.
  - 4) Write a note on Dyadic Communication.
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