

PGDCA  
Assignment

Course: Communication skill & personality development

Max.Marks:30

Min.Marks: 12

Note: Attempt all question.

1. What is communication? Explain the process of communication with a suitable example.
2. What are the different types of communication? Describe each type with its advantages and disadvantages.
3. What are the barriers to effective communication? How can these barriers be overcome?
4. What is the importance of body language in communication? Describe the different aspects of body language.
5. What are soft skills? Why are soft skills important in the workplace?
6. What are the different types of soft skills? Describe each type with suitable examples.
7. What is stress? What are the causes of stress?
8. How can stress be managed effectively? Describe different stress management techniques.
9. What is the importance of teamwork? How can teamwork be improved?

10. What are the different stages of team development? Describe each stage in detail.