Maulana Azad National Urdu University
Centre for Distance and Online Education
Programme - Diploma in Employability Skills
Course - Communication Skills – I (DDES102CCT)
1st semester

Assignment

Part – B

Answer any three questions. Each question carries 5 marks.

1. What do you understand by the process of communication? Discuss.

2. Mention the different types of barriers to effective communication.

3. What are the different types of listening? Elucidate.

4. What is the importance of communication in the academic domain? Discuss

5. What are the four basic ways of reading as pointed out by Francoise Grellet?

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Answer any three questions. Each question carries 5 marks.

1. Explain why effective communication is crucial in the workplace.

2. How learnability skills can be developed among professionals? Describe

3. What are the different dimensions of self? Elucidate

4. What are the different types of empathy? Discuss

5. What is teamwork, and why is it essential in the workplace?

Maulana Azad National Urdu University
Centre for Distance and Online Education
Programme - Diploma in Employability Skills
Course - Course - IT Skills (DDES103CCT)

1st semester

Assignment

Part – B

Answer any three questions. Each question carries 5 marks.

1. What are the different types of computers, and how are they used for various applications?

2. Write a short note on the types of web hosting.

3. Discuss the advantages of cyber security.

4. What are the steps in finding spelling & grammar mistakes?

5. Describe the process of videoconferencing, from capturing video and audio to displaying it on screens.

مولانا آزاد نیشنل اردو یونیورسٹی
MAUALANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A+' Grade by 'NAAC')

Centre for Distance and Online Education

Name	
Enrollment	
Programme	
Semester	
Batch	
Course Title	
Address	
Mobile Number	
LSC	
Signature	

Acknowledgement

(Students are required to collect this acknowledgment receipt at the time of submitting their assignment and must keep it safely for future reference)

Name of Candidate   :   _____

Enrollment number   :   _____

Programme   :   _____

Semester   :   _____

Course   :   _____

Receiving Authority