

## Unit 1: Communication Skills - II

- Q1. Differentiate between formal communication and informal communication with suitable examples.
- Q2. Explain the pros and cons of written, verbal, and non-verbal communication as discussed in the unit.
- Q3. What is the role of encoding and decoding in the communication process? Explain with examples.
- Q4. Describe the concept of visual communication and mention any three examples used in daily life.
- Q5. What are the Do's and Don'ts of body language, and why are they important during communication?
- Q6. How do cultural barriers affect communication between individuals from different backgrounds?
- Q7. What is the importance of feedback in classroom teaching? Provide a suitable example.
- Q8. Explain the structure and essential elements of a well-constructed paragraph.
- Q9. Describe the difference between simple, compound, and complex sentences with examples.
- Q10. Why are punctuation marks important in writing? Explain any four punctuation marks with examples.