
(2)

- (e) Mention the key characteristics of a good speech.
- (f) What are the barriers to effective communication?

SECTION—II

(Descriptive-type Questions)

Answer any *four* of the following questions :

10×4=40

- 2. Explain the importance of listening skills in effective communication.
- 3. Discuss negotiation and influence skills as essential communication techniques.
- 4. What are the key elements of an effective presentation?
- 5. Differentiate between assertive, passive and aggressive communication styles.
- 6. Analyze the etiquette of formal e-mails and evaluate the consequences of miscommunication in digital correspondence.
- 7. Compare formal written communication (reports, e-mails) with informal digital writing (messages, social media).

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2/SEC-181 Syllabus-2023

2026

(May-June)

FYUP : 2nd Semester Examination

SKILL ENHANCEMENT COURSE

(Confidence Building)

(SEC-181)

Marks : 56

Time : 2½ hours

*The figures in the margin indicate full marks
for the questions.*

SECTION—A

(Short Answer-type Questions)

1. Answer any *four* of the following questions in
4 or 5 sentences each : 4×4=16

- (a) What are the different types of self-confidence?
- (b) Discuss two reasons why self-confidence is significant in life.
- (c) Highlight four ways or reasons how physical exercise builds self-confidence.

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(Turn Over)