

- f) Modify the following words as abstract nouns :
- i. Beautiful
 - ii. Kind
- g) Substitute with one word :
- i. A person who does not believe in God
 - ii. One who knows everything
- h) What is transcription?
- i) Expand the following abbreviations:
- i. WHO
 - ii. LoC
- j) Give the meaning of the following technical terms :
- i. i.e
 - ii. PM

SECTION-B

2. Describe the process of communication.
3. Elucidate barriers to listening.
4. Write a note on “*Speaking Effectively*”.
5. What is an effective resume? Explain with an example.
6. Describe different reading purposes.

SECTION-C

7. Elaborate how can the different types of barriers to communication be overcome?
8. Discuss various models and strategies of reading.
9. Classify consonants according to place and manner of articulation.