

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. Describe some communication barriers.
- II. How are words the building blocks for good communication?
- III. How does one develop confidence for better communication?

Q: 2: Discuss the main types of Performance Reviews in detail. (7)

Q: 3: Describe various techniques for building stronger and more positive relationships with people. (8)