

ASSESSMENT # 3

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is paraphrasing?
- II. Describe the technique of Queuing or Stacking.
- III. Outline various tips for receiving feedback in an open manner.
- IV. How would you develop an agenda for an effective meeting?
- V. Describe the various feedback formats.

Q: 2: Discuss the principles of good feedback. (7)

Q: 3: Describe the different steps in the feedback process. (8)