

ASSESSMENT # 5**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. Describe SWOT Analysis
- II. What is Delegation?
- III. Describe the seven easy steps for pumping up a presentation.
- IV. Outline some useful tips to encourage feedback.
- V. List various things to keep in mind about body language during communication.

Q: 2: Discuss the five levels of delegation. (7)**Q: 3:** Outline some tips for delivering an effective presentation. (8)