

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)