

ASSESSMENT # 3**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. Describe the barriers that we may face during communication.
- II. What is active listening?
- III. Outline the tips for becoming a better listener.
- IV. What is the importance of Self-Management?
- V. Define SPIRIT briefly.

Q: 2: Discuss the Four Cs for improving Writing Skills. (7)**Q: 3:** Describe the main types of questions. (8)