

## ASSESSMENT # 3

Total Marks: 30

Answer the following questions:

**Q: 1:** Short Questions. (15)

- I. How can we become better communicators?
- II. What is the difference between listening and hearing?
- III. What are reading cues? Explain giving examples.
- IV. Describe the difference between active listening and passive listening.
- V. What are demonstration cues?

**Q: 2:** Describe the four levels of getting comfortable in conversation. (7)

**Q: 3:** Outline some tips for becoming a better listener. (8)