## Written Practice

## **Day - 1**

- 1. What is the importance of listening in communication?
- 2. What are the Characteristics of Effective Communication?
- 3. What are the advantages of oral communication?
- 4. What are the steps in the process of communication?
- 5. What are the essentials of oral communication?
- 6. How does informal communication help in an organisation?
- 7. What do you understand by barriers of communication?