**DBB1201/DCM2101 Business Communication**

**Assignment Set – 1**

1. Define Communication. Mention any four barriers to communication and substantiate your answer with one example for each.

2. Differentiate between listening and hearing. Explain the different types of listening.

3. Comment on Reading as a skill. Discuss the various types of readings.

**Assignment Set – 2**

4. What is a Resume? Explain the different components of a Resume.

5. Highlight the specific objectives of corporate advertising. Discuss the different types of corporate advertising.

6. Elucidate the term meeting in terms of business context. Discuss the different categories of business meetings.

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