**DCA1204 Communication Skills and Personality Development**

**Assignment Set-I**

1. Discuss the process of Communication in detail.

2. Explain SQ3R method used in reading skills. Throw some light on strategies adopted for effective listening.

3. Discuss the different types of Orgnaizational Documents.

**Assignment Set-II**

4. What do you understand by the term “Personality”. Explain in detail its various categories.

5. Explain the various theories of Time Management.

6. Explain the different categories of leaders found in workplace. Discuss the application of Johari Window for understanding Self.

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