




Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category 'A' by MHRD (now MoE)
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment I – AUGUST 2025
23BDCS01 – Communication Skills
Semester I

Class: I B.Ed
Major: I B.Ed & I B.P.Ed

Time: 2 Hours
Max. Marks: 50

Course Outcomes:

1. Improved competence in oral and written communication
2. Preparedness and ability to respond to various situations effectively
3. Refined use of language in written communication
4. Enhanced understanding of professional use of English language
5. Ability to practice self-directed learning

Part A

10 x 1 = 10

Fill in the blanks

1. _____ is the primary purpose of brainstorming.
2. The process of converting ideas into message is called _____.
3. The Pomodoro technique consists of 25 minutes work blocks with _____ minutes break.
4. In the 6C's of decision making, the last C is _____.
5. _____ listening lets the speaker know that you understand their feelings and are not judging them.
6. The process of problem solving starts with _____ the problem.
7. _____ is a basic skill in learning any language.
8. _____ is the ability to use one's sense to perceive and interpret information from the surrounding environment.
9. Decluttering physical and virtual space helps to reduce _____.
10. _____ communication helps to create friendliness among the audience.

Part B

Answer all the questions

5 x 3 = 15

11. List the benefits of Active listening.
12. Mention the key elements of communication process.
13. State the first three steps in the problem solving process. Discuss with an example.
14. Differentiate between language skills and communication skills.
15. Write the checklist to consider while preparing for a presentation.

Part C

Answer all the questions

5 x 5 = 25

16. Elaborate on *Effective Communication Techniques*.
17. Explain the importance of body language in a class room with examples.
18. Distinguish between *Brainstorming* and *Focused discussion*.
19. Imagine you are working in a school and responsible for organizing a conference or seminar for teachers. How would you prepare the brochure by applying all 7C's of communication?
20. Elucidate five ways to organize to – dos efficiently. Give examples.
