

**UDHNA CITIZEN COMMERCE COLLEGE &
SPB COLLEGE OF BUSINESS ADMINISTRATION &
SMT. DIWALIBEN HARJIBHAI GONDALIA COLLEGE OF BCA & I.T.
CLASS: F.Y.B.C.A. (SEM – I)
SUBJECT: 101- COMMUNICATION SKILLS
ACADEMIC YEAR 2026-27**

Home Assignment

1. What is effective listening? Explain its characteristics and discuss the major barriers to effective listening.
2. Explain the dynamics of a professional presentation. What key aspects should be kept in mind while delivering a public speech?
3. What are the different types of reading? Explain the basic steps involved in effective reading.

Instructions:

- Assignment must be **self-handwritten** with blue ink ball pen only.
- Assignment must be **uploaded through the Udhna College Application**.
- The assignment submission date will be announced soon.

K. Nay.

K. K. Karsane

