**DCA1204 – COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT**

**Assignment Set – 1**

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

**Ans:** Barriers to Effective Communication At each stage in the process of communication – encoding, transferring, and decoding, there is the possibility of interference. This may hinder the communication process. Such interference is known as ‘noise.’ Often, a comparison is made between communication and a leaky bucket. If you carry water in a leaky bucket, you will lose water at various points in your journey

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**2.   Differentiate between listening and hearing. List the different types of listening.**

**Ans:**

**3.   Explain the various types of readings.**

**Ans: Types of Reading**

As we have already said, we read in different ways depending on the purpose for which we are reading a text. Let us look at a few types of reading.

**Skimming**

Let’s say that you

**Set – 2**

**4.   Examine the various factors that affect personality development? Mention some ways to improve your personality.**

**Ans: 1. Biological Factors:** The study of the biological contributions to personality may be studied under three heads:

**a) Heredity:** Heredity refers to those factors that were determined at conception. Physical stature, facial attractiveness, sex, temperament, muscle composition and reflexes, energy level, and biological rhythms

**5.   Discuss the traits of leader who will succeed in bringing out the best from their subordinates. Support your answer with examples.**

## Ans: 1. Communicate frequently.

It shouldn’t come as a surprise that communication is top of the list for essential leadership qualities. Communication can make or break your efforts to connect with your team, manage and coordinate initiatives, and build trust within your organization.

Good leaders

**6.   Explain the importance of time management. Mention some ways that one can apply to manage time.**

**Ans:** Here are the top reasons why time management is of great importance to your personal and career success:

* **Time is Limited**