

**Modern Education Society's Wadia College of Engineering Pune-01**

**Department of Computer Engineering**

<b>Name of Student:</b>	<b>Class:</b>
<b>Semester/Year:</b>	<b>Roll No:</b>
<b>Date of Performance:</b>	<b>Date of Submission:</b>
<b>Examined By:</b>	<b>Activity No: 4</b>

**Business Communication Skills**

**ACTIVITY NO: 04**

**AIM:** Reading and Listening Skills

**OBJECTIVES:** To make students understand the important aspects of reading and understanding the contents and importance of listening.

**METHOD:**

The batch can be divided into pairs. Each pair will be given an article (any topic) by the teacher. Each pair would come on the stage and read aloud the article one by one. After reading by each pair, the other students will be for correct answers and also for their reading skills. This will evaluate their reading and listening skills. The teacher should give them guidelines on improving their reading and listening skills. The teacher should also give passages asked questions on the article by the readers. Students will get marks on various topics to students for evaluating their reading comprehension.

**OUTCOME** – Students will able to concentrate and understand contains clearly. They will learn to express effectively through verbal/oral communication and improve their listening skills

**CONCLUSION:** With the help of group activity on the motivation story students will understand importance of reading, understanding and expressing their views in public confidently.

**QUESTIONS:**

1. What is importance of reading and understanding motto behind any story?
2. Why listening skills are importance?
3. How one can improve upon reading and listening skills?
4. What helps you to improve understanding during reading?
5. Explain topic you discuss during this activity in class?