

Duration : 2.5 Hours

G414NTCS

Seat Number: - _____

Marks :-75 Marks

Note:-

- All Questions Are Compulsory.
- Figures to the right indicate full marks.

Q1. Write Short Notes on :- (Attempt any 4)

(20 M)

1. How can language be used as a tool of communication?
2. Explain formal communication network.
3. Why noise is a barrier of communication. Explain.
4. Write the characteristics of Y network and Chain network.
5. Explain the types of non-verbal communication.
6. Elaborate the levels of communication.

Q2. Write Short Notes on :- (Attempt any 4)

(20 M)

1. Write the essentials of Business Conversation.
2. Define meeting and explain its purpose.
3. List the points before scheduling a meeting.
4. What is conference? Explain its significance.
5. Discuss the four major assessment of group discussion.
6. Discuss the problems faced in email communication.

Q3. Write Short Notes on :- (Attempt any 4)

(20 M)

1. Explain the traits of a good listener.
2. Write the implications of effective listening.
3. Mention the different types of visual aids used in presentation.
4. Elaborate Kinesics.
5. Explain the different stages of job interview.
6. Explain the types of interview.

Q4. Write Short Notes on :- (Attempt any 5)

(15 M)

1. Explain the values in communication.
2. Write the types of business letter based on their purpose.
3. Write the five main strategies for writing business messages.
4. Explain the importance of effective financial communication.
5. Write the advantages of online recruitment.
6. Explain the objectives of MIS.

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