

Tes

DURATION: - 2½ hrs

715041223

MARKS:- 75

Note: - (1) All questions are compulsory.
(2) All questions carry equal marks.
(3) Figures to the right indicates full marks

- Q1) Write short notes on (Any 4)** 20M
- 1) Elaborate the levels of communication. CO1,2-U/R
 - 2) Explain the types of non-verbal communication. CO1,2-U
 - 3) Discuss how communication plays a crucial role in the progress of an organization. CO1&2-U
 - 4) Noise is a barrier of communication. Explain the statement. CO1&2-U/R
 - 5) Explain the communication flows in an organization. CO1&2-U/AN
 - 6) Write in brief about the most frequently followed communication networks. CO1&2-U/R
- Q2) Write short notes on (Any 4)** 20M
- 1) Define meeting and explain its purpose. CO1,2,3,4-U/AP
 - 2) What are the problems associated with E-mail communication? CO1,2,3-U/AN
 - 3) What are the 7Cs of effective communication? CO1,2-U/AP
 - 4) What are the essentials of a meaningful business conversation? CO1,2,3,4-U/AP
 - 5) What is the role of a chairperson in the meeting? CO1,2,3,4-U/R
 - 6) What is Group Discussion? Elaborate its objective. CO1,2,3,4-U/AP
- Q3) Write short notes on (Attempt Any 4)** 20M
- 1) Write the difference between active listener and passive listener. CO1&2-U/R
 - 2) Explain in detail the objectives of interview. CO1,2,3,4/AP
 - 3) What are the classification of business reports? CO1,2,3,4-U/AN
 - 4) What are the sections of a business proposal? CO1,2,3,4-U/AP
 - 5) Write in detail about semi-structured interviews. CO1,2,3,4-U/R
 - 6) What are the different types of listening? CO1,2,3-U
- Q4) Write short Notes on (Attempt any 5)** 15M
- 1) Explain the process of communication. CO1,2-U/R
 - 2) What is the role of participants in the meeting? CO1,2,3-U/R
 - 3) Write in brief about Kinesics. CO1,2,3-U/R
 - 4) What are the best ways to prepare for a job interview? CO1,2,3,4-U/AP
 - 5) What are the parts of a business report? CO1,2,3,4-U/AN
 - 6) Explain the importance of effective financial communication. CO1,2-U/R