

MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE) (CBCS - 2020  
COURSE)

M.B.A. (HR) Sem-I : WINTER : 2021  
SUBJECT: BUSINESS COMMUNICATION

Day : Thursday  
Date : 27-01-2022

W-22841-2021

Time : 02:00 PM-04:00 PM  
Max. Marks: 50

N.B.

- 1) Attempt any **THREE** questions from Section – I. Attempt any **TWO** questions from Section – II.
- 2) Figures to the right indicate **FULL** marks.
- 3) Solve both the sections in the **SAME** answer sheet.

SECTION – I

- Q.1 Explain the process of communication and discuss the importance of effective communication at work place. (10)
- Q.2 Write a detailed note on 'Techniques for Effective Presentation.' (10)
- Q.3 Discuss the various networks of flow of communication in Organizations with appropriate diagrams. (10)
- Q.4 Enlist the various barriers to listening and the measures to overcome those barriers. (10)
- Q.5 Write short notes on **ANY TWO**: (10)
- a) SQ3R Technique of Reading
  - b) Inter-cultural communication
  - c) Netiquette

SECTION – II

- Q.6 Explain the key differences between a 'Circular' and a 'Notice'. Support your answer by drafting a sample Circular and Notice. (10)
- Q.7 Your college had organized a National Seminar on 'Online Learning – Pros and Cons'. As a member of the core team, prepare a formal report of the seminar to be published in the Institute's Newsletter. (10)
- Q.8 Explain the key points to remember while: (10)
- i) Participating in Group Discussion
  - ii) Appearing for Job Interview

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