

2017

M B A

1st Semester Examination

BUSINESS COMMUNICATION AND PRACTICES

PAPER—MBA 107

Full Marks : 50

Time : 1 $\frac{1}{2}$ Hours

The figures in the right-hand margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

Write the answers to Questions of each Half in separate books.

(First Half)

- 1. Answer any four questions :** 4×5
- (a) What is an interview and state its main requisites.
 - (b) Prepare your standard 'Resume'.
 - (c) Explain the different types of communication.
 - (d) Prepare a notice for the upcoming "Cultural Festival" in the university to be held on 28th Feb 2018.

(Turn Over)

- (e) Discuss in brief the main points that are to be considered during Group Discussion.
- (f) Prepare a check-list for an Effective Presentation.

2. Answer any *two* questions : 2×10

- (a) Write the barriers to effective communication.
- (b) Define agenda and minutes of the meeting. Write the appropriate agenda for a meeting of the Students Union to plan and prepare for annual sports meet.
- (c) Schematically explain the process of communication.

[Internal Assessment : 10 Marks]
