

2016

M B A

1st Semester Examination

BUSINESS COMMUNICATION AND PRACTICES

PAPER—MBA-107

Full Marks : 50

Time : 1½ 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 :** 5×4
- (a) What is the role of presentation skill in the complex world of verbal communication ?
 - (b) Prepare your standard 'Resume'.
 - (c) Define interview and state its main requisites.

(Turn Over)

- (d) Prepare a notice for the upcoming blood donation camp in the university to be held on 23rd Jan., 2017.
- (e) Discuss in brief the main points that are to be considered during Group Discussion.
- (f) How does culture affect communication ?

2. Answer any *two* questions : 10×2

- (a) Write the barriers to effective communication. What are the suggestions do you recommend to solve it ?
6+4
- (b) Discuss the process of communication. Schematically explain. 10
- (c) (i) Define agenda and minutes of the meeting.
(ii) Write the appropriate agenda for a meeting of the Students Union to plan and prepare for annual cultural festival. 4+6

[Internal Assessment : 10 Marks]
