

P-285

M. B. A. (Second Semester) Examination, July 2019

(Soft Skill Course)

Paper : FC-CC-205

COMMUNICATION SKILLS

Time Allowed : Three hours

Maximum Marks : 85

Note : Attempt any five questions. All questions carry equal marks. Strictly follow word limit of 500 words for each answer. Do not leave blank space in answer.

1. Explain the nature and importance of Business Communication.

P-285

PTO

2. Describe the concept of effectiveness of communication.

3. Write a note on "barriers" in communication.

4. Discuss the topic "Resume Development".

5. Describe the precautions involved in the concept of "Public Speaking".

6. Narrate briefly the issues involved in communication in meetings.

7. Write a comprehensive note : (any one)

(i) Non-verbal communication

Or

(ii) Communication networks

8. Write a note on "Listening Skills".

9. What do you mean by Feedback? Describe the critical issues involved in "Feedback Skills".

10. Which precautions are necessary in communication (on disciplinary matters)? Explain in detail.