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BUSINESS COMMUNICATION
(Old & New Course) : Dec. 2006-07

Note : Attempt one questions from each Unit. All questions carry equal marks.

UNIT - 1

1. Describe the elements of communication process.
2. What is the importance of communication in an organisation ? Discuss its limitations.

UNIT - 2

3. "Actions speak louder than words." Comment.
4. Write short notes on any two of the following :
   (i) Listening skills
   (ii) Barriers to communication
   (iii) Body language

UNIT - 3

5. What are different types of communication networks ? Discuss their characteristics with suitable examples.
6. "Grapevine travel quickly and are useful for any organisation but they have shortcomings too." Discuss.

UNIT - 4

7. What are the components of a good research report ? Describe.
8. You are the branch manager of reputed company and want to install a generator in your office. Draft an enquiry letter to the local authorised dealers to collect information about.

UNIT - 5

9. What are the essentials of a good oral presentation ? Describe the factors affecting oral presentation.
10. Write short notes on any two of the following :
    (i) Resume structure
    (ii) Interviews skills.
    (iii) Communication devices

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