

## **Communication Skills : 2017**

### **Section - A (Short answer type questions)**

Note : Attempt any four questions. Each question carries 8 marks.

- Q.1 Discuss various patterns in which content of a presentation can be organised.
- Q.2 Explain the need for using technology in business. Justify your answer with an example:
- Q.3 Explain different types of communication with examples.
- Q.4 Define a resume. What role does it play in setting a candidate for job?
- Q.5 What are the objectives of interviews? Explain exit interview in brief.
- Q.6 What are the advantages and disadvantages of grapevine communication?
- Q.7 Explain the various steps involved in a group discussion.
- Q.8 Define non-verbal communication. Discuss atleast four forms of nonverbal communication.

### **Section - B (Long answer type questions)**

Attempt any three questions. Each question carries 16 marks.

Note :

- Q.9 What do you understand by business etiquettes. Discuss the significance of (a) dressing (h) table manners (c) handshake in corporate with suitable example.
- Q.10 A French investment company is seeking an analyst who can assist the assessment in developing market for them. Applicant should have a PG degree from a reputed college. Strong analytical capabilities and excellent computer skills. Will give an edge over other applicants. Prepare and E-mail your resume and cover letter to ebif@mark dot in.
- Q.11 Your company is considering a proposal to make an in home canteen for office employees. Your office has around 100 employees. Make a report to give an estimate of the area, manpower and money required to set up and run the canteen.
- Q.12 Elaborate the various steps involved in the process of communication. Distinguish between oral and written communication.
- Q.13 Elucidate the essentials of a good business letter. Write a letter to Mayor of your city telling him the condition of Bad Roads in your locality.