Sub Code:HMCT105

Paper Id: 174117 Roll No:

BHMCT
(SEM-I) THEORY EXAMINATION 2019-20
BUSINESS COMMUNICATION

Time: 3 Hours *Total Marks: 100*

Note: 1. Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1. Attempt *all* questions in brief. 2 x 10 = 20

Qno.	Question	Marks	CO
a.	What is communication?	2	
b.	Define minutes of meeting.	2	
c.	Explain the art of condensation.	2	
d.	What is Agenda?	2	
e.	What do you understand by comprehension?	2	
f.	State the meaning of verbal communication.	2	
g.	What is sentence construction?	2	
h.	What is Elocution?	2	
i.	Define Toasting.	2	
j.	What is extempore?	2	

SECTION B

2. Attempt any *three* of the following:

Qno.	Question	Marks	CO
a.	What is the process of communication?	10	
b.	Define the Methods of paragraph development.	10	
c.	Explain interview. Also discuss the kinds of interview.	10	
d.	Write in detail about report writing.	10	
e.	Write a short note on business counseling.	10	

SECTION C

3. Attempt any *one* part of the following:

Qno.	Question	Marks	CO
a.	Design a resume for yourself.	10	
b.	What is group discussion? What are the Do's and Don'ts for a good group discussion?	10	

4. Attempt any *one* part of the following:

Qno.	Question	Marks	CO
a.	What is business presentation? Give guide lines for effective business presentation.	10	
b.	What is Memorandum? Give the format of it.	10	

5. Attempt any *one* part of the following:

Qno.	Question	Marks	CO
a.	What is body language? Why it is so important for carrier development?	10	
b.	Define précis writing? What are the steps to good précis writing?	10	

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6. Attempt any *one* part of the following:

Qno.	Question	Marks	CO
a.	State the steps for drafting a good business advertisement.	10	
b.	Describe Business Negotiation. What are the tips to keep in mind while negotiating?	10	

7. Attempt any *one* part of the following:

Qno.	Question	Marks	CO
a.	Write a note on telephone etiquette.	10	
b.	What are the etiquettes of a manger should observe in various formal and informal situations?	10	

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