

H-81

Total No. of Pages :1

Seat No.	
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**B. B. A. (Part - I) (Semester - II) Examination, 2013**

**BUSINESS COMMUNICATION**

**Paper - II**

**Sub. Code : 43932**

**Day and Date : Monday, 15 - 04 - 2013**

**Total Marks :40**

**Time : 03.00 p.m. to 05.00 p.m.**

- Instructions :** 1) All questions are compulsory.  
2) Figures to the right indicate full marks.

**Q1)** What preparations would you make to conduct interviews. **[14]**

OR

Write in detail the various modern means of communication used in business communication.

**Q2)** Write short answers of any two of the following : **[16]**

- a) What are the different elements of effective public speech.
- b) What are the principles of effective group discussion?
- c) What are the disadvantages of oral communication?
- d) What is agenda? What is its importance in meetings?

**Q3)** Write short notes on any Two of the following. **[10]**

- a) Notice.
- b) EPBAX System.
- c) Conferences.
- d) Horizontal communication.

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**F – 180**

Total No. of Pages : 1

Seat No.	
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**BBA (Part - I) (Semester - II) Examination, Nov. - 2013**

**BUSINESS COMMUNICATION**

**(Paper - II)**

**Sub. Code: 22932**

**Day and Date : Thursday, 21-11-2013**

**Total Marks : 50**

**Time : 3.00 p.m. to 5.00 p.m.**

**Instructions : 1) All the questions are compulsory.**

**2) Figures to the right indicate full marks.**

**Q1) What is oral communication? Explain nature and characteristics of oral communication. [15]**

**OR**

What do you mean by group discussions? Discuss the process and guidelines of group discussions.

**Q2) Write short answer (any two) : [2 × 10 = 20]**

- a) Explain the formal channels of communication used in organisation.
- b) Explain the types of interviews.
- c) What is E-mail and explain the advantages of E-mail.
- d) Write a note on seminars and conferences.

**Q3) Write short note (any three) [3 × 5 = 15]**

- a) Types of resolutions.
- b) Grapevine
- c) Work-shops
- d) Internet.
- e) Minutes of the meeting.

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**E-120**

**Total No. of Pages : 1**

Seat No.	
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**B.B.A. (Part - I) (Semester - II) Examination, March - 2014**

**BUSINESS COMMUNICATION (Paper - II)**

**Sub. Code : 22932**

**Day and Date : Saturday, 29 - 03 - 2014**

**Total Marks : 50**

**Time : 12.00 noon to 2.00 p.m.**

- Instructions :**
- 1) **All the questions are compulsory.**
  - 2) **Figures to the right indicate full marks.**

**Q1) What is electronic communication? Explain the means of communication used in modern offices? [15]**

**OR**

**What is oral communication? Explain the nature and characteristics of oral communication.**

**Q2) Write short answers (Any - Two) [2 × 10 = 20]**

- a) **Explain upward and horizontal communication in organisation.**
- b) **Explain the concept of seminar and conference.**
- c) **How to prepare for appearing an interview?**
- d) **Prepare the notice and agenda for a meeting of management committee of star departmental stores.**

**Q3) Write short notes (Any Three): [3 × 5 = 15]**

- a) **Minutes of meeting**
- b) **Work-shops**
- c) **Group-discussion**
- d) **Public speech**
- e) **Grapevine.**

C- 201

Total No. of Pages : 1

Seat No.	
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**B.B.A. (Part - I) (Semester - II) Examination, 2013**

**BUSINESS COMMUNICATION (Paper - II)**

**Sub. Code : 22932**

**Day and Date :**

**Time : 2 Hours**

**Total Marks : 50**

- Instructions :**
- 1) All questions are compulsory.
  - 2) Figures to the right indicate full marks.

**Q1) What is interview ? Explain the guidelines for conducting the interview by the interviewees. [15]**

**OR**

What do you mean by modern office communication? Explain the different means of electronics communication.

**Q2) Write short answers (any two) [2 × 10 = 20]**

- a) Explain the internal channels of communication.
- b) Discuss the characteristics of oral communication.
- c) Explain the concept of work-shop and group-discussion.
- d) Explain the down-word and up-word communication.

**Q3) Write short note (any three) [3 × 5 = 15]**

- a) Conference
- b) Agenda of meeting
- c) Fax
- d) Seminar
- e) Minutes of meeting.

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