

Bharati Vidyapeeth
(Deemed to be University), Pune
School of Distance Education

Name of the Assignment Setter:					
Course:	MBA	Class:	CDOE	Semester:	I
Subject:	107 BUSINESS COMMUNICATION				
Q.1)	Attempt ANY ONE of the Following (1000 Words)				(10)
	a)	Explain how technology makes communication easier or fast with.			
	b)	Draft offer letter, acceptance and surjection letter for same subject.			
Q.2)	Attempt ANY TWO of the Following (800 Words)				(12)
	a)	What are the essentials of effective communication?			
	b)	Elaborate on the principles of effective communication.			
	c)	Explain the term barriers in communication. Explain the types of physical barriers and psychological barriers in detail.			
	d)	Explain presentation skills and importance of visual aids in a presentation.			
Q.3)	Write Short Notes on (ANY TWO)				(08)
	a)	Leadership			
	b)	Audience Analysis			
	c)	Role Play			
	d)	Debate & Quiz			
* * * * *					