

Subject code: 107
Subject: Business Communication

Q1.Explain the term Barriers in Communication. Explain the types of Physical Barriers and Psychological Barriers in detail.

Q2.Elaborate on the principles of Effective Communication

Q3.Write short notes on any Two

- a. Audience analysis
- b. Leadership

Q4.What are the essentials of effective communication?

Q5.Draft offer letter, acceptance and rejection letter for same subject.

Q6.Explain how technology makes communication easier or fast with example.

Q7.Write a short note on the following

- a) Strategies of good conversion
- b) Steps to good writing skills
- c) Role Play

Q8.Write a short note on the following

- a) Body language
- b) Tone and language
- c) Debate & Quiz

Q9. Explain presentation skills and importance of visual aids in a presentation.

Q10.Write a short note on the following

- a. Feed back
- b. Meetings
- c) Business Report