

Internal questions for sem-I
BUSINESS COMMUNICATION

Roll No.1005

1. Define Communication and explain its process with a labeled diagram.
2. Discuss 'Raising Morale' as an objective of communication.
3. List any five advantages and disadvantages of Written Communication.
4. Discuss Upward Communication and the methods commonly used in it.
5. Distinguish between Listening and Hearing.

Roll No.1065

6. List and explain the common barriers to effective Listening.
7. Discuss Psychological Barriers to Communication and explain how they can be overcome.
8. Draft a resignation letter on behalf of Mrs. Geeta Sahu using the Semi Block Layout.
9. Education as an objective of Communication
10. Cellular phones- advantages and disadvantages

Roll No.1156

11. Discuss Cross-cultural barriers to communication and the ways to overcome it.
12. Telephone Etiquette
13. Draft a Job Acceptance letter on behalf of Mr. Shiv Patil. Ask the General Manager for a further date of joining giving him a suitable reason. Draft the letter in the Modified Block format.
14. Dumping of Medical and E-waste
15. Communication by Touch

Roll No.1099

16. Discuss the significance of Feedback.
17. List any four advantages and disadvantages of technological advancements in communication.
18. Discuss 'Silence' and 'Posture as methods of Non-verbal communication.
19. List any five advantages and disadvantages of Oral Communication.
20. Explain the term Business Ethics with special reference to Corporate Social responsibility.

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