

[Total No. of Questions - 9] [Total No. of Printed Pages - 2]

Dec-22-0107

HS-201/HS-204 (Business Communication)

[Common with B.Tech., B.Pharm. & Pharm. (Ayur.)]

B.Tech-2nd (CBCS)

Time : 3 Hours

Max. Marks : 60

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note: Attempt Five questions in all, selecting one question from each section A, B, C, D. Section E is compulsory.

SECTION A

1. Explain in detail the importance of communication in business. (10)
2. Explain with examples, difference between communication occurring in different directions within an organization. (10)

SECTION- B

3. Explain in detail the objective of writing a Resume and its structure. (10)
4. What are the important aspects to be considered in oral communication? (10)

SECTION- C

5. Discuss the various stages of report writing. (10)
6. What are the different types of reports? Explain. (10)

SECTION- D

7. Group Discussion helps in problem-solving and decision making. Explain. (10)

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8. Explain with suitable examples, significance of non-verbal language in public speaking. (10)

SECTION E

9. Write short notes on the following topics: (4×5= 20)
 - a) Non-Verbal Communication
 - b) Voice-clarity
 - c) Body Posture in Interview
 - d) E-Communication