

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)  
ORGANISATION OF ISLAMIC COOPERATION (OIC)

Department of Computer Science and Engineering (CSE)

MID SEMESTER EXAMINATION  
DURATION: 1 Hour 30 Minutes

SUMMER SEMESTER, 2015-2016  
FULL MARKS: 75

**Hum 4831: Business Communication and Law**

Programmable calculators are not allowed. Do not write anything on the question paper.

There are 4 (four) questions. Answer any 3 (three) of them.

Figures in the right margin indicate marks.

- 
- |       |   |    |
|-------|---|----|
| 1. a) | What do you mean by business communication?   | 5  |
| b)    | Explain the five Cs of effective communication.   | 10 |
| c)    | Discuss the principles of communication.  | 10 |
|       |   |    |
| 2. a) | Discuss the importance of feedback in communication process.  | 5  |
| b)    | What do you mean by channels of communication?  | 10 |
| c)    | Name and discuss media for computer-based communication.  | 10 |
|       |   |    |
| 3. a) | What is a meeting? What are the basic differences amongst general, special and urgent meeting?                                    | 10 |
| b)    | Draft a notice for attending participants in the general meeting of the Dhaka Software Association (DSA) mentioning three agenda? | 5  |
| c)    | Prepare a minute of the meeting held on the basis of your notice of the DSA?  | 10 |
|       |   |    |
| 4. a) | What do you mean by a rumour?   | 5  |
| b)    | "The rumour spreads very fast through the grapevine." – Discuss.  | 10 |
| c)    | What are your suggestions to control rumours?   | 10 |