

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)
Department of Computer Science and Engineering (CSE)

MID SEMESTER EXAMINATION

SUMMER SEMESTER, 2013-2014

DURATION: 1 Hour 30 Minutes

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.

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| a) How can you make communication more effective? | 15 |
| b) Why is effective communication necessary for good business management? | 10 |
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| a) How do you understand that communication situation exists in a particular situation? | 13 |
| b) Explain whether the following situations constitute a communication situation or not: | 12 |
| i. A Hindi speaking man talking to an English man. | |
| ii. Two men talking to each other in a coded language developed by themselves. | |
| iii. A man muttering to himself. | |
| iv. A man confined in the deepest part of the jungle and crying for help. | |
| v. Two young ladies expressed their opinions about education system in Bangladesh. | |
| vi. A consultant talking to Hillman in their local language. | |
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| a) Explain the different steps of a two-way communication. | 15 |
| b) Distinguish between one-way and two-way communication. | 10 |
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| a) What is your understanding about business communication and social communication? | 10 |
| b) What are the differences between the social and business communication? | 15 |