

ACAD-27 a)	Shri Ramdeobaba College of Engineering and Management, Nagpur -440013	Iss. No.: 01, Rev. No.: 00
Ref. Clause(s): 9.1		Date of Rev: 01/01/2018
Department: CSE (Data Science), Humanities	Semester: III Course Code: HUT253 Course Name: Business Communication	Page: 01/01
Programme: BE	Test 1	Date of Exam: 30/12/2021
Max Marks: 15	Session: 2021-22	Time: 1 Hr

Que. No		Marks	CO
Q.1	<p>I was asked to make a presentation on 'effective presentation skills' on 26th June 2021 in the auditorium of my college. On the assigned date I started my presentation on time. Soon I realized that my audience, who were teachers of my institution, were getting bored. One of the senior faculty members remarked at the end of the presentation that senior teachers like him should not have attended the presentation as after 25 years of teaching experience, he did not want to be told by a junior about the skills to present before his students.</p> <p>Identify the communication barrier (mention the exact name of the barrier and not its category), how did I create it, and the possible solution.</p>	(02)	CO1
Q.2	Explain the four quadrants of the Johari Window with correct illustration	(04)	CO2
Q.3	<p>Identify if the following scenarios indicate any issues with email etiquettes. Give reasons for your affirmation or refutation:</p> <ol style="list-style-type: none"> 1. Shreya wrote an email to HOD of her department explaining the issues she was facing with the possible solutions that the Department can help her with. The HOD responded to her email after six days. 2. The team leader of the HR Dept was asked to organize an event for all the employees of the company. With over 5,000 employees, the event required careful planning with the team members. The team leader wrote an email to 10 of his immediate team members whom he was going to appoint as the chief organizers. In the email, he put the name of five employees in the recipient address and five in the CC. 	(05)	CO2
Q.4	Do as directed		CO3
a.	<p>Identify the error in mechanics and rewrite the following sentence by correcting the same:</p> <p><i>The company withdrew the leave provision of fifty-six employees of the organization. 56 employees decided to resign.</i></p>	(02)	
b.	<p>Rewrite the following sentence by correcting the error in punctuations:</p> <p><i>The concept of 'right to work' created by Mr. Abc was a pioneering work of art.</i></p>	(01)	
c.	<p>Fill in the blanks with the correct word:</p> <p><i>I will definitely _____ my vote as it is my right (cast/caste)</i></p>	(01)	