

Course
Code: HUT253

Third Semester B.E. (Computer Science and Engineering) Examination
BUSINESS COMMUNICATION

Time: 2 Hours]

[Max. Marks: 40

Instructions to Candidates:

1. All questions carry marks as indicated against them.
2. Due credit will be given to neatness and adequate dimensions.
3. Assume suitable data and illustrate answers with neat sketches wherever necessary.

Question	Description of Question	Marks	CO
1	Explain any one of the following:	(07)	CO1
	(a) Methods to achieve clarity		
	(b) How to involve the audience.		
	(c) Barriers in communication		
2	Explain the format of a proposal.	(07)	(CO2)
3	(a) I had _____egg and _____glass of milk for breakfast (use appropriate articles)	(02)	(CO3)
	(b) _____leopard which escaped from_____zoo has been caught (use appropriate articles)	(02)	(CO3)
	(c) In hot weather milk_____ (turn/turns) sour. (Use the correct subject-verb agreement)	(01)	(CO3)
	(d) Can you finish the work_____tomorrow (use correct preposition)	(01)	(CO3)
	(e) "She looks beautiful. Doesn't she" (add appropriate punctuation)	(01)	(CO3)
4	Explain any one of the following:	(06)	(CO2)
	(a) Format of a feasibility report		
	(b) Steps in case study evaluation		
	(d) Contents of an annual report		
5	Explain the guidelines to be followed to ensure effective document design.	(06)	(CO4)
	OR		
6	Explain the contents of a user manual	(06)	(CO4)

7		Make slides for a presentation on <u>any one</u> of the following topics:	(07)	(CO5)
	(a)	PAC concept		
	(b)	India		
	(c)	Need for the joint family system in 21 st Century		