

Total No. of Questions: 6

Total No. of Printed Pages:2

Enrollment No.....



Faculty of Management Studies

End Sem Examination Dec-2023

MS3SE07 Business Communication -III

Programme: BBA

Branch/Specialisation: Management

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d. Assume suitable data if necessary. Notations and symbols have their usual meaning.

- Q.1 i. Choose the correct antonym of the given word: Inevitable 1
(a) Mutilated (b) Uncertain
(c) Eatable (d) Unavoidable
- ii. Choose the correct antonym of the given word: Shout 1
(a) Yell (b) Blow (c) Whistle (d) Whisper
- iii. Which of the following SWOT elements are internal factors for a business? 1
(a) Strengths & Weaknesses (b) Opportunities & Threats
(c) Strengths & Opportunities (d) Weaknesses & Threats
- iv. Which of the following is the best predictor of academic performance? 1
(a) Trait EI (b) IQ (c) Personality (d) None of these
- v. While sending an e-mail Line describes the contents of the message- 1
(a) To (b) Subject (c) Contents (d) About
- vi. The purpose of resume is- 1
(a) To get a job
(b) For an interview
(c) Self-advertisement for skills, experiences, and achievements
(d) None of these
- vii. In a group discussion, we should be _____. 1
(a) Assertive (b) Dominating (c) Subjective (d) Ignorant
- viii. How can you check you have understood what the person is saying? 1
(a) Ask a few more questions
(b) Use paraphrasing
(c) Repeat back word for word
(d) You will know if you don't do what is required correctly

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- ix. What are some good ways to show teamwork? 1
(a) To cooperate and get along with others in your team.
(b) To yell and scream at others in your team.
(c) To bully others in your team.
(d) To do everything yourself.
- x. When working with someone who has trouble in speaking, it is helpful to do what? 1
(a) Guess what they are trying to say
(b) Speak for them
(c) Give them more time to speak
(d) Teach them another form of communication
- Q.2 i. Give the meaning of Idioms- 2
(a) Break the ice (b) Once in a blue moon
- ii. Explain any three Idioms with examples. 3
- iii. Change the word using Prefix and then form a sentence- 5
(a) honor (b) understand (c) want
Change the word using Suffix and then form a sentence-
(a) Trust (b) Heart
- OR iv. What are the differences between IDIOMS and PHRASES? Give examples too. 5
- Q.3 i. Explain Emotional Intelligence. 3
ii. Explain the four pillars of SWOT Analysis. 7
- OR iii. How can a person overcome 'FEAR' from public Speaking? 7
- Q.4 i. What are the essentials of writing Paragraph? 3
ii. Draft a resume along with Cover letter. 7
- OR iii. Write the structure of Email along with Do's and Don'ts 7
- Q.5 i. What is an Interview? Give the Do's & Don't for it. 3
ii. What are the elements of good Presentation? 7
- OR iii. What is Group Discussion? Give the Do's & Don't for it. 7
- Q.6 Attempt any two: 5
i. How do you handle conflicts within your team? 5
ii. What are the most important values you demonstrate as a team leader? 5
iii. What are the four C's of Emotional Intelligence? 5
