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Paper Code :DMB-103
Roll No.

B.Com-1, DBA-2, ADBA-2, DBA (HT)-2
1st Year Examination, Academic Batch 2017-18
Business Communication

Time : 3 Hours]

[Max. Marks : 100

Note. (A) Attempt any **five** questions.

(B) Each question carries equal marks. (20*5)

1. What is communication, discuss its importance?
2. How do we plan a business letter? What is its need?
3. What is a goodwill letter? Give an example'
4. Discuss the types of report?
5. What are the barriers to downward communication?
6. Define mock interview. What are its purpose.
7. How would you prepare for group discussion?
8. What do you mean by listening skills? How does it help in interviews ?