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Paper Code :DMB-122

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MBA-7

1st Year Examination, Calendar Batch 2017

(A) Business Communication

(B) Computer Fundamentals

Time : 3 Hours]

[Max. Marks : 100

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

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

Q.1. What is Business correspondence ? how we make a Business correspondence effective? Write some Do's And Don'ts of Business correspondence

Q.2. Discuss;-

- a. Formal and Informal Communication
- b. Networks of Communication

Q.3. What is downward communication? What are the barriers of downward communication?

Q.4. What do you mean by listening skills? How does it help one in interviews?

Q.5. Discuss the various Information Presentation Digital Media

Q.6. What is the need for quality information?

Q.7. Describe the various types of optical recognition devices?

Q.8. What is Information? What is the difference between Data and Information? What is the need for value and Quality Information.