

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE –  
RAIGAD -402 103**

**Winter Semester Examination – Dec - 2019**

**Branch: Computer Engineering**

**Subject: - Business Communication, BTCOE505B**

**Date: 18/12/2019**

**Sem.:- 5TH**

**Marks: 60**

**Time: - 3 Hr.**

**Instructions to the Students**

1. Each question carries 12 marks.
2. Attempt **any five** questions of the following.
3. Illustrate your answers with neat sketches, diagram etc., wherever necessary.
4. If some part or parameter is noticed to be missing, you may appropriately assume it and should mention it clearly

**(Marks)**

**Q.1. Solve any two of the following questions.**

**(12)**

- a) What is Business Communication? Discuss its main features.
- b) Define Communicative Competence and explain its various aspects.
- c) Explain the main objectives of Business Communication.

**Q.2. Solve any two of the following questions.**

**(12)**

- a) How to solve the problem of translation?
- b) Explain the factors which affect thought and speech.
- c) What is Inter Cultural Communication? How to manage it?

**Q.3.a) Discuss the barriers in communication.**

**(12)**

- b) Explain the various communication rules in detail.

**Q.4. a) How to become an effective Interpersonal Communicator?**

**(12)**

- b) Discuss the importance of Organizational Communication.

**Q.5. Solve any two of the following questions.**

**(12)**

- a) What is Collaboration? Explain the elements of Collaboration.
- b) Explain the effective Persuasive Communication.
- c) Discuss the importance of Team Communication.

**Q.6.a) Discuss the Ethics in Business Communication.**

**(12)**

- b) Why is Business Communication important for leaders and managers?

**PAPER END**

Course: T.Y. B. Tech. Branch : Computer Science & Engineering Semester- V

Subject Code & Name: (BTHM505B) Business Communication

Max Marks: 60

Date:19/08/2023

Duration: 3 Hr.

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	Level/CO	Marks
<b>Q.1 Solve Any Two of the following.</b>		<b>12</b>
A) Explain different features of business communication.	Understand	6
B) Explain different channels used in business communication.	Remember	6
C) Explain the concept of communicative competence.	Analysis	6
<b>Q.2 Solve Any Two of the following.</b>		<b>12</b>
A) What do you mean by communication? Explain in brief different types of communication.	Remember	6
B) What is Intercultural communication? What is the importance's of intercultural communication.	Analysis	6
C) Elaborate on various leadership skills and discuss the distinguishing qualities that set apart a good manager from a great leader.	Understand	6
<b>Q.3 Solve Any Two of the following.</b>		<b>12</b>
A) What do you mean by Barriers? Explain different types of barriers in communication.	Understand	6
B) Explain different effective listening techniques used in business communication.	Remember	6
C) Explain different communication rules adapted in Business world?	Analysis	6
<b>Q.4 Solve Any Two of the following.</b>		<b>12</b>
A) Explain the directions in which communication flows within an organization.	Understand	6
B) What is Organization? Explain the concept of Organizational Communication.	Remember	6
C) Explain how Relational Communication is done in the field of Business.	Understand	6
<b>Q.5 Solve Any Two of the following.</b>		<b>12</b>
A) What is the difference between logical persuasion, emotional persuasion, and fear-based persuasion?	Understand	6
B) Explain the purpose of written communication in business? Briefly explain the power of written communication.	Remember	6
C) What is Ethics? Explain different types of Ethics used in Business Communication.	Understand	6

\*\*\* End \*\*\*

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE**

**Winter Examination – 2022**

**Course: T.Y. B. Tech.      Branch : Computer Science & Engineering      Semester :V**

**Subject Code & Name: (BTCOE505 B) Business Communication**

**Max Marks: 60**

**Date:14/02/2023**

**Duration: 3 Hr.**

**Instructions to the Students:**

1. All the questions are compulsory.
2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question.
3. Use of non-programmable scientific calculators is allowed.
4. Assume suitable data wherever necessary and mention it clearly.

	(Level/CO)	Marks
<b>Q. 1 Solve Any Two of the following.</b>		<b>12</b>
A) What is Competence? Explain the concept of communicative competence.	Understand	6
B) Explain how different process of business communication has certain other characteristics.	Remember	6
C) Explain different types of elements in business communication.	Analysis	6
<b>Q.2 Solve Any Two of the following.</b>		<b>12</b>
A) What do you mean by communication? Explain types of communication done in business world.	Remember	6
B) What is Intercultural communication? What is the importance's of intercultural communication.	Analysis	6
C) Write a short note on Thoughts & Speech.	Understand	6
<b>Q. 3 Solve Any Two of the following.</b>		<b>12</b>
A) What do you mean by Barriers? Explain different types of barriers in communication.	Understand	6
B) Explain different effective listening techniques used in business communication.	Remember	6
C) Explain different communication rules adapted in Business world?	Analysis	6
<b>Q.4 Solve Any Two of the following.</b>		<b>12</b>
A) Explain how Interpersonal Communication is beneficial in Business.	Understand	6
B) What is Organization? Explain the concept of Organizational Communication.	Remember	6
C) Explain how Relational Communication is done in the field of Business.	Understand	6
<b>Q. 5 Solve Any Two of the following.</b>		<b>12</b>
A) What is persuasive communication? Explain how different types of persuasive communication are done in Business.	Understand	6
B) What is leadership? Explain the different characteristics and importance of leadership.	Remember	6
C) What is Ethics? Explain different types of Ethics in Business Communication.	Understand	6

**\*\*\* End \*\*\***



<b>Q. 5</b>	<b>Solve Any One of the following.</b>		
A)	What is Relational Communication also explain principals of relational communication.	<b>2</b>	<b>12</b>
B)	What is communication persuasive also explain three essential tips in effective Persuasive Communication.	<b>2</b>	<b>12</b>
C)	What are the conflicts in Business Communication and explain how does the conflict affect communication?	<b>2</b>	<b>12</b>
	<b>*** End ***</b>		

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<b>DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE</b> <b>Regular &amp; Supplementary Winter Examination-2023</b> <b>Course: B. Tech. Branch: Computer Engineering &amp; Allied Branches Semester: 5TH</b> <b>Subject Code &amp; Name: Business Communication, BTHM505B</b> <b>Max Marks: 60 Date: 10/01/2024 Duration: 3 Hr.</b>			
<b>Instructions to the Students:</b> 1. All the questions are compulsory. 2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question. 3. Use of non-programmable scientific calculators is allowed. 4. Assume suitable data wherever necessary and mention it clearly.			
		(Level/ CO)	Marks
<b>Q. 1</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
A)	What is Business Communication? Discuss the process of communication in detail.	2/CO1	6
B)	Describe the characteristics of competent communicators.	3/CO1	6
C)	What are the main objectives of Business Communication? Explain in brief.	3/CO1	6
<b>Q.2</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
A)	What are the importance of non-verbal communication? Explain in brief.	2/CO2	6
B)	Define Culture. Discuss in brief the barriers for intercultural communication.	2/CO2	6
C)	What is translation and explain in brief the problems that may need to face translation process?	3/CO2	6
<b>Q. 3</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
A)	What do you mean by Barriers to Communication? Discuss the various steps to overcome the barriers to communication.	2/CO3	6
B)	Define listening. Differentiate listening with hearing.	4/CO3	6
C)	Describe various communication styles.	3/CO3	6
<b>Q.4</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
A)	What is an Organization? Discuss various types of organizational Communication.	2/CO4	6
B)	Explain how Interpersonal Communication is beneficial in Business.	3/CO4	6
C)	What is persuasive communication? Explain various skills of persuasive communication.	3/CO4	6

<b>Q. 5</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>Differentiate Leadership Vs Management</b>	<b>4/CO4</b>	<b>6</b>
<b>B)</b>	<b>What is Ethics? Explain different principles of Ethical Business Communication</b>	<b>2/CO4</b>	<b>6</b>
<b>C)</b>	<b>What is Crisis Communication? How do you write crisis communication plan?</b>	<b>3/CO4</b>	<b>6</b>
	<b>*** End ***</b>		

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	<b>DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE</b> <b>Supplementary Examination – Summer 2024</b> <b>Course: B. Tech. Branch : Computer / Computer Science Engineering Sem. : V</b> <b>Subject Code &amp; Name: BTHM505B Business Communication</b> <b>Max Marks: 60 Date: 10/07/2024 Duration: 3 Hr.</b>		
	<b>Instructions to the Students:</b> 1. All the questions are compulsory. 2. The level of question/expected answer as per OBE or the Course Outcome (CO) on which the question is based is mentioned in ( ) in front of the question. 3. Use of non-programmable scientific calculators is allowed. 4. Assume suitable data wherever necessary and mention it clearly.		
		(Level/CO)	Marks
<b>Q. 1</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>Explain the characteristics of Business Communication in detail.</b>	<b>Understand</b>	<b>6</b>
<b>B)</b>	<b>Define Communicative Competence and state characteristics of competent communicator.</b>	<b>Remember</b>	<b>6</b>
<b>C)</b>	<b>Explain the elements of Business communication.</b>	<b>Understand</b>	<b>6</b>
<b>Q.2</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>in the importance of Nonverbal communication in Business communication.</b>	<b>Understand</b>	<b>6</b>
<b>B)</b>	<b>What is intercultural Communication? State its importance in business communication.</b>	<b>Remember</b>	<b>6</b>
<b>C)</b>	<b>Explain the relationship between thought and speech.</b>	<b>Understand</b>	<b>6</b>
<b>Q. 3</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>Explain the types of barriers of communication in detail.</b>	<b>Understand</b>	<b>6</b>
<b>B)</b>	<b>Comment how listening skill proves to be beneficial in business communication.</b>	<b>Analysis</b>	<b>6</b>
<b>C)</b>	<b>Explain the types of communication style.</b>	<b>Understand</b>	<b>6</b>
<b>Q.4</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>Write a detail note on Organizational Communication.</b>	<b>Understand</b>	<b>6</b>
<b>B)</b>	<b>Comment how collaboration plays an important role in business communication.</b>	<b>Analysis</b>	<b>6</b>
<b>C)</b>	<b>State the difference between Team and Group and explain the importance of team in Business communication.</b>	<b>Analysis</b>	<b>6</b>



<b>Q. 5</b>	<b>Solve Any Two of the following.</b>		<b>12</b>
<b>A)</b>	<b>Explain the importance of negotiation in conflict management.</b>	<b>Understand</b>	<b>6</b>
<b>B)</b>	<b>Explain the types Leader in detail.</b>	<b>Remember</b>	<b>6</b>
<b>C)</b>	<b>Write a note on importance of technology in international business communication.</b>	<b>Understand</b>	<b>6</b>
	<b>*** End ***</b>		