

**DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY,
LONERE – RAIKAD -402 103
Winter Semester Examination – December - 2019**

Branch : Civil Engineering **Sem.: V**
Subject:- Business Communication & Presentation Skills (BTCVE506D) **Marks: 60**
Date:- 20/12/2019- **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.

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- Q.1. a) What is Technical vocabulary? Explain with suitable examples (06)
b) Explain Simple, Compound, Complex sentence structures with examples (06)
- Q.2. a) Differentiate between Personal letter and Business letter (06)
b) Prepare a ‘office circular’ informing employees about changes in office timings (06)
- Q.3. a) What are essentials of a good business report? Explain (06)
b) Discuss the structure (sub-parts) of a Project report in detail (06)
- Q.4. a) What is leadership? Which traits are essential to become a good leader? Explain (06)
b) What is team work? Discuss its importance with reference to group development. (06)
- Q.5. a) What is a Business meeting? Explain its various types. (06)
b) Explain the points to be followed while conducting a business meeting (06)
- Q.6. a) What are presentation skills? Explain its necessity and importance (06)
b) Write a note on presentation tools used in business meetings (06)

Paper End