

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)

DEPARTMENT OF BUSINESS AND TECHNOLOGY MANAGEMENT

Mid-Semester Examination

Course No. : Hum 4741

Course Title : Business Communication and Law

Winter Semester, A. Y. 2021-2022

Time : 1.5 hours

Full Marks : 50

Answer all 2 (two) questions. All questions carry equal marks. Marks in the margin indicates full marks.

1. a) What is communication? "Communication forms a part of your self-concept, and it helps you understand yourself and others, solve problems and learn new things, and build your career" – Explain 10
- b) What are the eight essential components of communication? Imagine two people talking. Describe their communication. See if you can find all eight components and provide an example for each one. 10
- (c) Explain the six ways in which language can be an obstacle or barrier to communication 05
2. (a) What assumptions are present in transactional model of communication? Find an example of a model of communication in your workplace or classroom, and provide an example for all components. 10
- (b) Discuss and provide several examples of each of the two main responsibilities of a business communicator. 05
- (c) Explain the differences between clichés, jargon, and slang. How does language change over time? Interview someone older than you and someone younger than you and identify words that have changed. Pay special attention to jargon and slang words. 10