**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY**

**MCA First Semester April 2021**

**Business Communication (HUM 106)**

Time : 3 hours Max. Marks: 50

Note: Submit your answer sheets at Microsoft Teams **and** forwardthe same at [drjainassignment@gmail.com](mailto:drjainassignment@gmail.com). Title the answer sheet as : MCA Roll number Name

Turn in your answer sheets by 1:00 P.M.

Attempt all questions:

**All questions carry equal marks.**

1. List six tasks you need to complete to prepare for a successful job interview.
2. A) Identify six ways to grab your audience’s attention and six ways to hold it while giving an oral presentation.

B) Prepare an attractive introduction on the following topic in approximately 200 words:

“There is no communication that is so simple that it cannot be misunderstood”-Luigina Sgarro

1. Discuss the importance of active listening both socially and professionally.
2. Visit Sony’s Global headquarters website, at [www.sony.net](http://www.sony.net), and find Sony’s music websites for Australia([www.sonymusic.com.au](http://www.sonymusic.com.au)), France ([www.sonymusic.fr](http://www.sonymusic.fr)), and Germany ([www.sonybmg.de](http://www.sonybmg.de)). How does Sony localize each county’s site?
3. Discuss how poor time-management can lead to stress. Suggest ways to combat stress.