

**Institute of Management Studies (IMS)**

**DAVV Indore**

**MBA (Executive) I Semester - 2019**

**BUSINESS COMMUNICATION**

**Assignment – I**

Q. 1 Explain the term 'Communication'. Write its need & importance.

Q. 2 Explain the Barriers of Communication.

Q. 3 Write the various points of Effective Communication.

Q. 4 Draw and explain Dimensions of Communication.

Q. 5 Write Listening and its types.

**Assignment – II**

Q. 1 Explain the term Body Language.

Q. 2 How will you conduct the interview.

Q. 3 What points to take care while giving presentation.

Q. 4 Prepare an Official Notice and Agenda.

Q. 5 Prepare a report of Annual Product Exhibition of your company.

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