

B.Sc. (Data Science) (NEP) Semester-I
BSCDS015 : Business Communication and Information Ethics

P. Pages : 2

Time : Two Hours



GUG/W/24/15259

Max. Marks : 40

1. Answer **any two** of the following. Only each set. Each Question 4 marks.

- a) Differentiate between verbal and non-verbal communication. Provide examples of how each type is utilized in a corporate setting. 4
- b) Identify and analyse the common barriers to effective communication? 4

OR

- c) Explain the different types of communication with suitable examples? 4
- d) Explain major barriers to effective communication? 4

2. Answer **any two** of the following.

- a) Define the key components of a business letter and explain the standard layout used in professional correspondence? 4
- b) Write a short note on notice and Agenda. 4

OR

- c) Describe an agenda in meetings and list the essential elements that should be included in a meeting agenda? 4
- d) Write principles of writing business letters. 4

3. Answer **any two** of the following.

- a) Identify and describe the different types of business reports. 4
- b) Explain the standard structure of a business report. 4

OR

- c) Discuss the principles of effective business writing. 4
- d) Write a note on effective report writing. 4

4. Answer **any two** of the following.

- a) Describe the key elements of presentation skills. **4**
- b) Clarify the importance of visual aids in presentations. **4**

OR

- c) What are the key components of an oral presentation? **4**
- d) Describe the importance of Presentation Skills. **4**

5. Answer the following questions.

- a) Write a short note on Channels of Communication. **2**
- b) Write a short note on the Minutes of the Meeting. **2**
- c) Write a short note on Report writing. **2**
- d) Write a short note on a PowerPoint presentation. **2**
