

STAEC106 - Business Communication Skill

P. Pages : 2

Time : Two Hours



GUG/W/24/16151

Max. Marks : 40

Notes : 1. All questions are compulsory.

1. A) Do as directed all of the following.
- i) Silver as well as gold ----- (is / are) considered precious metals. 1
 - ii) The decoration of the room including the furniture ----- (is / are) very beautiful. 1
 - iii) One of my ----- (friends / friend) ----- (help / helps) me. 1
 - iv) My Parents and I went for a movie. (Identify type of sentence). 1
- B) Elaborate sentence structure in detail. 5
- C) Write any five rules of subject-verb agreement along with examples. 5

OR

2. A) Do as directed all of the following.
- i) Our team tried hard, but we loss the game (Identify the type of sentence). 1
 - ii) We met few people who speak English. (Identify the type of sentence). 1
 - iii) ----- honest are respected. (Use correct article). 1
 - iv) She goes to ----- university. (Use correct article). 1
- B) What is preposition? And explain the types of preposition in detail. 5
- C) Define an Article. Explain the types and uses of Article. 5
3. A) What is communication? Explain the types of communication. 5
- B) Explain the channels of communication in detail. 4
- C) Describe the barriers to effective communication. 4

OR

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| 4. | A) | State and explain directions of communication with examples. | 5 |
| | B) | Elaborate the different levels of communication in detail. | 4 |
| | C) | Describe visual aids and their use in communication. | 4 |
| 5. | A) | Explain how to design a meeting agenda? | 5 |
| | B) | State and explain the steps to deliver presentation effectively. | 4 |
| | C) | Write a note on the importance of time management. | 4 |

OR

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| 6. | A) | What are meeting minutes? What to include in meeting minutes? | 5 |
| | B) | Write a note on Multimedia presentation. | 4 |
| | C) | What is Goal setting? Explain the forms of Goal setting. | 4 |
