

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

P. Pages : 2

Time : Three Hours



GUG/S/25/15259

Max. Marks : 40

1. Answer **any two** of the following only each set (Each Question 4 Marks).

- a) Describe in detail various types of Communication and what do you know about Communication. **4**
- b) Describe barriers to effective communication and define a means of communication. **4**

OR

- c) What is communication and channels of communication? **4**
- d) What are communication barriers? List and explain any three common barriers to communication? **4**

2. Answer **any two** of the following (Each Question 4 Marks)

- a) What are the key principles of effective business letter writing? **4**
- b) Define the process of writing an effective business letter. **4**

OR

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

3. Answer **any two** of the following. (Each Question 4 Marks)

- a) Classify and define the different types of business reports. **4**
- b) Explain the standard structure of a business report. **4**

OR

- c) Write a note on 'Gathering information for report writing. **4**
- d) Write a note on effective report writing. **4**

4. Answer **any two** of the following. (Each Question 4 Marks).

- a) Examine the process of designing effective visual aids for presentations. **4**
- b) Describe the key elements of presentation skills. **4**

OR

- c) Describe the importance of Presentation Skills. **4**
- d) Explain the importance of visual aids in presentations. **4**

5. Answer the following questions.

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