

STAEC106 - Business Communication Skill

P. Pages : 2

Time : Two Hours



GUG/S/25/16151

Max. Marks : 40

Note: All questions are compulsory.

1. A) Do as directed all of the following.

- | | |
|---|----------------------|
| 1) Every man, women and child in the hall ----- given a pair of glasses with coloured lens to watch the 3D movie. | 1 |
| a) have | b) are |
| c) was | d) None of the above |
| 2) A yellow and a blue toy ----- desired by a kid who was all alone. | 1 |
| a) were | b) are |
| c) was | d) None of the above |
| 3) Ram put his glasses on the table. | 1 |
| a) Simple sentence | b) Complex sentence |
| c) Compound complex sentence | d) Compound sentence |
| 4) Throughout the seminar, she kept quite and did not ----- a word. | 1 |
| a) Speaking | b) Spoken |
| c) Speak | d) Speaks |
| B) What is clause? Explain four types of sentences according to structure. | 5 |
| C) Discuss phrases and its types in detail. | 5 |

OR

2. A) Do as directed all of the following.

- | | |
|---|----------------------|
| 1) Ram as well as his brothers ----- coming today. | 1 |
| a) are | b) were |
| c) is | d) have been |
| 2) Fifty miles ----- a long distance. | 1 |
| a) are | b) is |
| c) were | d) quite |
| 3) Nile is ----- longest river. | 1 |
| a) A | b) the |
| c) An | d) None of the above |
| 4) We were all delighted, when catherine came home she had been away so long. | 1 |
| a) Simple sentence | b) Compound sentence |
| c) Compound complex | d) Complex sentence |

- B) What is Modifier? Explain the types of misplaced modifiers. 5
- C) Define punctuation mark and elaborate the types of punctuation marks. 5
- 3. A) Explain various methods of communication. 5
- B) Discuss Grapevine and Lateral communication. 4
- C) Write the importance of communication and explain its objectives. 4

OR

- 4. A) Explain the communication process along with it's key components. 5
- B) Write a note on: 4
 - i) Intrapersonal communication
 - ii) Interpersonal communication.
- C) What are the visual aids? and how they are useful in communication? 4
- 5. A) What are the steps to organize successful meeting? 5
- B) How multimedia presentation is more effective than oral presentation? 4
- C) Explain the importance of time management. How does it play the vital role in students life. 4

OR

- 6. A) How many kinds of meetings are there? And how to make it more productive? 5
- B) What steps one should take while preparing presentation? 4
- C) What tasks required for Goal Setting? 4
