

B.Tech. - Computer Science Engineering (Common for all Branches) (NEP) Semester-II
STAEC206 - Business Communication Skill

P. Pages : 2

Time : Two Hours



GUG/S/25/16800

Max. Marks : 40

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- Notes :
1. All questions carry equal marks.
 2. Assume suitable data wherever necessary.
 3. Illustrate your answers wherever necessary with the help of neat sketches.
 4. use of non-programmable calculator is permitted.
 5. All questions are compulsory.

1. a) Do as directed all of the following-
- i) I know few people who are from Gadchiroli. (Identify type of sentence). 1
 - ii) Principal and not the professors----- (come/comes) to visit to secretary. 1
 - iii) We had lunch ----- noon (use appropriate preposition). 1
 - iv) He is ----- good student. (use correct article). 1
- b) Discuss subject-verb agreement in detail. 5
- c) Explain clause and discuss types of sentences. 5

OR

2. a) Do as directed all of the following-
- i) The columns of the rainbow ----- beautiful. (is/are). 1
 - ii) The captain together with the sailors----- (was/were) drowned. 1
 - iii) ----- Nile is the longest river. (use correct article). 1
 - iv) She walks and talks on a phone. (Identify sentence type). 1
- b) What is an article? Explain the uses of article. 5
- c) Define preposition and explain the different types of it. 5
3. a) What are the different methods of communication. 5
- b) What are the directions of communication? Explain in detail. 4

- c) How to use different channels of communication to make communication more production? 4

OR

4. a) How to use different types of visual aids in communication? 5
- b) Discuss any four levels of communication in detail. 4
- c) How to overcome the barriers to effective communication? 4
5. a) Explain how to design meeting Agenda? 5
- b) Write a note on time management. 4
- c) What is goal setting? Explain the forms of goal setting? 4

OR

6. a) How to deliver presentation effectively? 5
- b) What is meeting minutes? What to include in it? 4
- c) Write a note on multimedia presentation. 4
