

ADBA-2, B.Com.-1, DBA (HT)-2, DBA-2  
DECEMBER 2019  
1st Year  
Business Communication

Time : 3 Hours ]

[ Max. Marks : 100

Note. Attempt any Five questions. All questions carry equal marks.

- Q.1 How would you prepare for group discussion?
- Q.2
- Q.3 What do you mean by listening skills? Explain in detail.
- Q.4 What are the barriers to downward communication?
- Q.5 What should one keep in mind during public speech?
- Q.6 What are the types of communication? Define and discuss.
- Q.7 What is oral presentation? Discuss its purpose and structure, also discuss the main factors affecting oral presentation.
- Q.8 Discuss the process of communication.