

Subject- Business Communication( General/Speciality)

BCom 2<sup>th</sup> semester backlog examination

2021

full marks-20

Answer any two questions:

Q1) Define report? Explain briefly the essential point which should be consider while writing a good report? (3+7=10)

Q2) What is non verbal communication? Explain the types of non verbal communication with example? 3+7=10

Q3) What is presentation? Briefly explain how a presentation can be made more effective? (3+7=10)

Q4) Discuss the barriers of effective listening? 10 marks