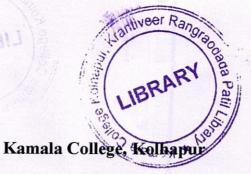
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Total No of Pages: 3

D. Predicting

(Autonomous)

B.C.A. (Part-I)(Semester-I)(CBCS)Examination Oct.,2022

AEC: Business Communication

Subject Code: 304

Day and Date: Friday,06/01/2023 Total Marks: 80

Time: 8.00 a.m. to 11.00 a.m.

Instructions:

A. Note writing

1. Que. 1 and Que. 8 are compulsory

2. Attempt any three questions from Que. No. 2 to Que. No. 7

C. Note taking

3. Figures to the right indicate total marks.

Q. 1 Multiple cho			[12]
1. Which of these	is not a step in the liste	ening process?	
	B. To stop talking		D. Responding
2. Which of these	must be avoided in bus	iness letter?	
A. Polite words	B. Formal words	C. Abbreviations	D. Clear details
	a communication barries		
A. Emotions	B. Appearance	C. Poor listening skills	D. Use of space
4. Communication	is always a W	ay process.	
	B. One	C. Three	D. Four
5. Communication	is a part ofsk	ills.	
A. Soft	B. Hard	C. Rough	D. Short
6. Which of these	is based on effective lis	stening?	

7. Which are the ways for improving communication?

B. Letter writing

LIBRARY De Company D. C. Open mind (1810) D.

C. Open mind(1810 D. All of the A. Clarification of B. Consultation above idea 8. What is the information endorsed on the envelop? C. Name and D. Name and date B. Address A. Name address 9. aims at making people work together for the common good of the organization. C. Communication D. Connection A. Conversation B. Combination 10. Reading out a presentation is C. Helpful D. Dull A. Not allowed B. Allowed 11. It is important to read the email completely before responding. A. Always B. Only if it is from seniors C. Only if you have time D. Not important at all 12. Which of these should be avoided while note taking? C. Listening D. Using phrases B. Evaluation A. Concentration Q. 2 What are the barriers to effective communication? How to overcome the [16] barriers to effective communication? Q. 3 Write a note on the importance of listening skills in business communication [16] and the types of listening. Q. 4 Draft a notice, agenda and minutes of the Meeting of the Managing Committee of Kirloskar Company Ltd., Kolhapur held at Shahu Smarak Bhavan, Kolhapur on 29th December, 2022 at 4:00 pm. Imagine the business [16] to be done. Q. 5 Write a report to the Manager about the damage done by the earthquake to manufacturing plant, and shifting automation machineries [16] to the new place.



Q. 6 You are living in a village along a national highway. The state roadways bus does not stop near your village. Write a letter, requesting a bus stop for your village. [16]

Q. 7 Write a note on the process of communication.

[16]

Q. 8 Write notes. (Any four out of Six)

[20]

- 1. The concept of listening process
- 2. Write an email to your friend requesting him to join you for one day picnic.
- 3. Write a note on Do's and Don'ts while doing a presentation.
- 4. Written and Visual Communication
- 5. Active Listening
- 6. Formal Communication