

X-14/2051

Name of the examination:

Nomenclature: Communication Skills II

Sem - II

3015/ML

Paper code: AM 205

Maximum marks: 50

Time allowed: 3 hours

Section A

Note: Attempt any *two* questions.

(7.5x2)

1. State the importance of communication skills in business.
2. What do you understand by reference? State its role in business communication.
3. What are the factors to be considered while writing a project report?
4. Write down the report of field visit made by yourself.

Section B

Note: Attempt any *two* questions.

(7.5x2)

5. Why annual report of companies need to be summarised? Explain.
6. Explain are the guidelines for writing minutes of a meetings?
7. What are the factors to be considered while sending a business e-mail to a customer?
8. What is the role of oral presentation in business? Explain.

Section C

(2x10)

9. Describe any *ten* of the following:

- a) Organisational information theory.
- b) Citing.
- c) References vs bibliography.
- d) Business negotiation report.
- e) Qualitative research tools.
- f) Project report.
- g) Internet as a medium of communication.
- h) Essentials of oral presentation.
- i) Minutes.
- j) Spoken English for business communication.
- k) Business communication.
- l) Annual reports as a mean of business communication.