

Sec: Business Communication
Sem 1 -BAP/BCP

- Q1. Discuss the advantages and disadvantages of written and oral Communication.
- Q2. Submit a report to the to the Board of Directors regarding your investigation about the damages and causes of fire in the store room of the factory.
- Q3. Make a bibliography of the following works:

Manisha Priyam, Krishna Menon and Madhulika Banerjee, **Human Rights, Gender and the Environment**, Delhi, Pearson, 2009

Hard Times, ed. Mukesh Williams, Worldview, Delhi, 1999

Amrita Singh, "The American Dream", in **Revisiting American Literature** ed. Prem Kumari Srivastava, Macmillan publishers, Bengaluru, 2018, Pg. 277-292.

<<http://www.smh.com.au/news/business/costello-hints-at-green-safety-net/2007/05/09/1178390393875.html>>. Coorey, P 2007, 'Costello hints at green safety net', *Sydney Morning Herald*, 10 May, accessed 14 May 2012,

- Q4. Discuss at least five different kinds of communication barriers.
- Q5. You are the President of the Department Society, draft an email addressed to the principal inviting him to inaugurate the Department festival.
- Q6. Explain the process of Communication.
- Q7. Discuss the principles of interactive communication.
- Q8. Compare and contrast formal and informal communication.
- Q9. What are the salient features of oral presentation?
10. Prepare a PPT presentation introducing a new product introduced in the market by your company
11. Write a circular informing the staff about the new policy regarding medical reimbursement and medical leave approved by the board of Directors. Ensure you give all relevant information on the topic.
12. What are the guiding principles of writing a business report?
13. Explain the terms citation, footnote, bibliography.
14. What are the salient features of writing minutes.
15. Bring out the difference between paraphrase and summary.

