

Roll No.....

Total No. of Printed Pages: 1

Total No. of Questions: [09]

B.Com (Hons.) (Semester – 2nd)
BUSINESS COMMUNICATIONS- II
Subject Code: BHUM0206
Paper ID: [140111]

Time: 03 Hours

Maximum Marks: 60

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A

(2 marks each)

Q1. Attempt the following:

- a) Transform the sentence into compound sentence:
Being sick, I went to the doctor.
- b) What is the meaning of the idiom: “Once in a blue moon”
- c) What is the art of self-presentation and conduct?
- d) Essentials of good report writing.
- e) What is C.V. or Resume?
- f) What is meant by Body language?
- g) Email Etiquette.
- h) What are Cross questioning skills in interviews?
- i) Transform the sentence from active to passive:
I have to do the work.
- j) Give one word substitution: “Someone who cares about mankind”

Section – B

(5 marks each)

- Q2.** Describe the process of listening & the principles of good listening.
- Q3. What do you mean by group discussion? Explain its guidelines and uses.
- Q4. What is the difference between listening and hearing?
- Q5. Discuss the different reading strategies.
- Q6. Describe the different types of non-verbal communication.

Section – C

(10 marks each)

- Q7. What are the 4 P’s of presentations? Discuss the important elements and layout for a good business presentation.
- Q8. What do you mean by report writing? Explain the various types of report.
- Q9. What are the factors effecting reading? How to develop effective reading habits?