Roll No…….. **Total No. of Printed Pages: [01]**
Total No. of Questions: [09]

B.Com (Semester – 1st)
BUSINESS COMMUNICATION-I
Subject Code: BCOMS5-105
Paper ID: [24140505]

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. Write short note on the following:
a) Verbal communication
b) Spirited communication style
c) Structure of presentation
d) Role of sounds in communication
e) Communication process
f) Techniques of delivery
g) E-mail writing skills
h) Indirect speech figures
i) Dealing with fear
j) Role of body language in communication

Section – B **(5 marks each)**

Q2. Discuss various barriers of communication.
Q3. Explain different perspectives of communication.
Q4. What interview skills should good interviewers have?
Q5. What etiquettes should be in business writing?
Q6. What type of planning is required for good presentation?

Section – C **(10 marks each)**

Q7. What is a communication skill? Why it is important?
Q8. Explain various elements of communication in detail.
Q9. What is the basis of group discussion? Explain some restricting components of it.