

ST. JOSEPH'S EVENING COLLEGE (AUTONOMOUS)

II SEMESTER BBA EXAMINATIONS - APRIL 2019

BUSINESS COMMUNICATION AND LIFE SKILLS

Duration: 2.5 Hours

Max. Marks: 70

SECTION - A

I) Answer any TEN of the following questions. (10x3=30)

1. Define Communication.
2. Mention any three boredom factors in presentation.
3. What do you mean by interpersonal skills?
4. What is concise in communication?
5. Give the Meaning of Resolution.
6. What do you mean by paralanguage?
7. What do you understand by critical thinking?
8. Depict the process of Communication.
9. What do you mean by minutes of meeting?
10. What do you mean by National conference?
11. State three barriers of communication.
12. What is a report?

SECTION - B

II) Answer any FOUR of the following questions. (4x5=20)

13. Briefly explain the 7 C's of Communication.
14. As a Director of the company issue a Memo to Mr. John Peter and ask him to meet you to explain himself for the poor performance during the year.
15. What are the do's and don'ts in group discussion?
16. Write down the differences between listening and hearing.
17. What are the items included in the Structure of the business report?
18. State and explain different types of Life Skills.

SECTION - C

III) Answer any TWO of the following questions. (2x10=20)

19. Explain the relevance and benefits of Self Awareness.
20. Explain the different types of communication.
21. How do you prepare for an interview?
22. Briefly explain various steps involved in organizing National Conference with suitable example.