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Roll No.....

MCA-15

MCA I-SEMESTER

Examination, Jan.- 2019

Business English & Communication

Time: Three Hours

Maximum Marks: 70

Note: i) Attempt any five questions (each question carries equal marks)

- Q.1 Explain the principles and benefits of communication.
- Q.2 What is meant by communication? Explain the process of communication.
- Q.3 Explain the media of oral communication.
- Q.4 Write a short note on face to face conversation.
- Q.5 What are the barriers to effective listening?
- Q.6 What are the factors affecting presentation skills?
- Q.7 Explain in detail the term 'Bibliography'.
- Q.8 Discuss the essential requirements of good report writing.
