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**Enroll No.....**

**PT-104**

**MBA I-Semester (Reg./Ex)**

**Examination, March-2021**

**Communication Skills**

***Time: Three Hours***

**Maximum Marks: 80**

**Note:** Attempt any five questions each question carries equal marks.

- Q.1 What are essential of resume writing?
- Q.2 Explain the different Barriers to effective communication?
- Q.3 What are various types of reports? What structure do they generally follow in IMCA company?
- Q.4 What are advantage and disadvantage of electronic communication?
- Q.5 What type of Business Letter?
- Q.6 What are the important of table manners for any business administration student?
- Q.7 What is meant by Medias of Communication?
- Q.8 What are various factors affecting listening?

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