

[Total No. of Questions: 8]

[Total No. of Printed Pages : 1]

Enroll No.....

CP - 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?
