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Total Pages : 03

**Sep-21-00013**

**B. Tech. EXAMINATION, 2021**

Semester II (CBCS)

BUSINESS COMMUNICATION

HS-201

((Common with B.Tech., B.Pharm. & B.Pharm. (Ayur.))

*Time : 2 Hours*

*Maximum Marks : 60*

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*The candidates shall limit their answers precisely within 20 pages only (A4 size sheets/assignment sheets), no extra sheet allowed. The candidates should write only on one side of the page and the back side of the page should remain blank. Only blue ball pen is admissible.*

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**Note :** Attempt *Four* questions in all, selecting *one* question from any of the Sections A, B, C and D. Q. No. **9** is compulsory.

**Section A**

1. What are the major goals of professional communication ? Discuss any *five* purposes of professional communication. **15**

2. Discuss different types of communication flow in detail. **15**

**Section B**

3. Write a job application for the post of an engineer in Bharat Electronics. Also attach your bio-data with the said application. **15**
4. What are major barriers of oral communication ? **15**

**Section C**

5. What is Report Writing ? Discuss varied essentials of report writing. **15**
6. What are the do's and dont's of a thesis writing ? Discuss in detail. **15**

**Section D**

7. Suggest varied methods to overcome hesitation, shyness and nervousness in public speaking. **15**
8. What etiquettes and manners must we follow in a group discussion ? **15**

**(Compulsory Question)**

9. Write short notes on the following :
- (a) Posture in public speaking **4**
- (b) Layout of technical proposal **4**
- (c) Non-verbal communication **4**
- (d) Letter of thanks. **3**