[6142]-201
S.Y. B.Com.
231 : BUSINESS COMMUNICATION - I
(2019 Pattern) (Semester-III) (CBCS)

Time : 2½ Hours]   *[Max. Marks : 50*

Instructions to the candidates :

    1)   *All questions are compulsory.*

    2)   *Figures to the right indicate full marks.*

Q1) A) Fill in the Blanks (Any 5) :   **[5]**

    1)   In communication process, _____ is the media through which a message is conveyed.

        a)   Feedback   b)   Channel

        c)   Noise

    2)   _____ of business letter contains the name and address of organization, Email Address, Telephone Number, Fax Number etc.

        a)   Reference   b)   Heading

        c)   Subject

    3)   Conversation, speeches, oral presentations, dialogues and group discussions are the types of _____

        a)   Speaking   b)   Writing

        c)   Notes

    4)   _____ is the short form for Biographical data.

        a)   Resume   b)   Bio-data

        c)   Curriculum Vitae

    5)   "Closed mind" is included in _____ barrier to communication.

        a)   Psychological   b)   Linguistic

        c)   Mechanical

    6)   An _____ interview is a kind of Grievance interview.

        a)   Exit   b)   Entrance

        c)   Promotion

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