

F.Y. B.com (B/I)  
1st sem

Feb-2006

PACEMAKER

Effective  
Communication

Q.1 What do you mean by the word communication? Explain the process of communication with the help of a Model.

OR

Q.2 What do you understand by oral & written Communication. Explain the advantages & disadvantages of oral of written media.

Q.3 What do you understand by the Barriers to Communication. Explain any three in detail with examples.

OR

Q.4 Why is it necessary to communicate effectively? Mention the basic principles of communication.

Q.5 (I) You have just passed the B. com examination. Draft an application for the post of an officer in any organization of your choice.  
(II) Importance of feedback in communication.

OR

Q.6 What do you understand by a business letter. What are the parts of a business letter & layout of a business letter.

Q.7 Write down the format of a presentation.

OR

Q.8 Write short notes on - (any 2)

- a) Notice of agenda
  - b) Sequence (parts) of a report
  - c) Listening
  - d) Internet.
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