

TB2429260

Reg. No :

Name :

BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, MARCH 2024
2023 ADMISSIONS REGULAR
SEMESTER II - B. Voc. Food Processing Technology GENERAL
VFPT2G04B23 - Business Communication

Time : 3 Hours

Maximum Marks : 80

Part A

I. Answer any Ten questions. Each question carries 2 marks

(10x2=20)

1. Explain the barrier- "Unclassified assumptions".
2. Name different types of noise that occur during communication.
3. State the meaning of the term rumours.
4. List down the principles of oral communication.
5. How can silence become a part of non-verbal communication?
6. What is the open-door policy?
7. Explain the different ways of closing a speech.
8. What is meant by extempore speech?
9. Write a brief note on the intranet.
10. Recall the term interest groups.
11. What is a cross-functional group?
12. List down the objectives of a computer network.

Part B

II. Answer any Six questions. Each question carries 5 marks

(6x5=30)

13. Interpret the characteristics of communication.
14. Explain paralanguage.
15. Detail the different forms of written communication.
16. Distinguish between groups and teams.
17. Explain in detail videoconferencing.
18. Explain the organization of a good speech.
19. How can we make listening effective?
20. Describe the various stages of group development.
21. Describe teleconferencing.

Part C

III. Answer any Two questions. Each question carries 15 marks

(2x15=30)

22. Detail the need for learning business communication as a separate stream of study.
23. Detail the importance of email in modern business.
24. Explain the process of preparing and delivering a good speech.
25. Detail different types of groups and their advantages.

