

FACULTY OF LAW

Code No. 15380

BBA LL.B. (5 YDC) II – Year IV – Semester Examination, July / August 2019

Subject: LAW

Paper – I

Business Communication

Time: 3 Hours

Max.Marks: 80

PART – A (5x6 = 30 Marks)

Answer any Five of the following.

- 1 Oral communication
- 2 Listening process
- 3 Gestures
- 4 Team presentation
- 5 Business letters
- 6 Characteristics of a good report
- 7 Block style layout
- 8 Different styles of resume

PART – B (2x12 = 24 Marks)

Answer any Four of the following.

- 9 Explain the typology of communication.
- 10 Describe the barriers to effective communication and ways to overcome them.
- 11 Describe the types and relevance of non-verbal communication.
- ~~12~~ Describe the negotiation process and phases involved.
- ~~13~~ Explain the essentials of a good report.
- 14 Write a letter of enquiry to National Book Publishers asking them for quotations of prices of the following books – Financial Accounting by S.N. Maheshwari, Business Communication by D. Soman and Principles of Management by Koontz. Also write the reply from National Book Publishers.
- ~~15~~ Explain the contents of resume.
- 16 Explain the types of interviews and components of effective interview