



ADIKAVI NANNAYA UNIVERSITY:: RAJAHMAHENDRAVARAM
UG – Life Skill and Skill Development Course Syllabus (2020-21)

MODEL QUESTION PAPER

SKILL DEVELOPMENT COURSE
Semester: II-(Group A)
BUSINESS COMMUNICATION

Time:2Hrs.

Max Marks: 50

SECTION-A

Answer any **FOUR** questions. Each question carries 5 marks.

4 x 5 = 20Marks

1. What is the meaning and process of communication?
2. Explain the types of Business communication
3. Write a brief note on organizational Hierarchy.
4. Write about online communications
5. Make a brief note on business idioms and collocations.
6. Write about 'Preparation of business meeting agenda'
7. Write a brief note on 'agenda notes'
8. Write about circulation of minutes.

SECTION – B

Answer **all** the questions. Each question carries 10 marks.

3 x 10=30Marks

9. Explain organizational communication and its barriers.

OR

10. Give an overview regarding the importance of communication in your own words.
11. What are the categories, methods and formats in Business communication

OR

12. Explain various levels of communication in an organization.
13. What are the characteristics of a good business communication

OR

14. Write about presentations of communication using various method