

BBA Part-1

Business Communication

Question Bank

Very Short Questions

- 1) Define Communication.
- 2) Define business communication
- 3) What do you understand by the term feedback?
- 4) Define Noise.
- 5) Define Upward Communication.
- 6) Define grapevine network.
- 7) What do you understand by the term FAX?
- 8) Define Kinesics effect.
- 9) What do you understand by the term public speaking?
- 10) Define group discussion.

Short Questions

- 1) Define Communication process.
- 2) Write a note on modern media of communication.
- 3) Define semantic barriers of communication.
- 4) What do you understand by the term Interview? What are the tips to make it effective?
- 5) What are the basic principles of report writing?

Long Questions

- 1) Define Business communications; discuss the various types of communication.
- 2) What do you understand by the term business communication; throw light on the process of communication.
- 3) Discuss in brief written media of communication.
- 4) What do you understand by Non-Verbal Communication?
- 5) What do you understand by barriers to communication?
- 6) What are the various barriers of communication? How to overcome it?

- 7) What do you mean by report writing? Illustrate with an example.
- 8) What are the various types' business letters?
- 9) Write a letter to MAYA Ltd. For ordering 500pcs of Ceramic Pots.
- 10) Write short note on:
 - a) Public Speaking
 - b) Seminar
 - c) Interview
 - d) Presentation