

Printed Pages : 2



HMCT-105/NBHM-105

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 174117

Roll No.

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B.H.M.C.T.

(SEM. I) (ODD SEM.) THEORY
EXAMINATION, 2014-15
BUSINESS COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note: Attempt all section.**SECTION - A****1** Attempt all question : **10×1=10**

(a) Make sentence from the following :

- i) Accept and Except
- ii) Cell and Sell
- iii) Later and Letter
- iv) Principal and Principle
- v) Need and Knead.

(b) Write the synonyms for the following : **5×1=5**

- i) Abandon
- ii) Endeavour
- iii) Ideal
- iv) Seize
- v) Yield.

- (c) Write the antonyms for the following : $5 \times 1 = 5$
- i) Ancient
 - ii) Belief
 - iii) Encourage
 - iv) Expedite
 - vi) Vigilant.

SECTION —B

- 2 Attempt any three of the following : $10 \times 3 = 30$
- (a) What are the barriers to communication? Explain.
 - (b) Define interpersonal and organizational level of communication.
 - (c) Design a resume for yourself.
 - (d) Discuss the qualities of a good speaker.
 - (e) Define the Methods of paragraph development.

SECTION - C

- 3 Attempt any three of the following : $10 \times 3 = 30$
- a) What are the guidelines for writing a good essay?
 - b) What is meeting? Also define various types of meeting.
 - c) What is group discussion? What are the Do's and Don'ts for a good group discussion?
 - d) Draft an advertisement for recruitment staff in all the departments of a five star hotel.
 - e) Explain what are the different kinds of business letters.
- 4 Write short notes on any two of the following : $10 \times 2 = 20$
- a) Minutes and body Language
 - b) Circular and Agenda
 - c) Extempore and Memo.