

**BBA 1st Semester (New Scheme) Examination,
February-2022**

BUSINESS COMMUNICATION

Paper-BBAN-105

Time allowed : 3 hours]

[Maximum marks : 80

Note : Attempt any five questions in all, by selecting one question from each unit. Question No. 1 is compulsory.

Section-A

1. Explain the following terms :

8×2=16

~~(a)~~ Role of Communication in Business

~~(b)~~ Importance of Listening Skills

~~(c)~~ Employment Letter

(d) Memo

~~(e)~~ Public Speaking

(f) Brochures

~~(g)~~ Voice Modulation

~~(h)~~ Communication Networks

Section-B

Unit-I

~~2.~~ Explain the Nature and Process of Communication. 16

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