

**DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD**

Odd Semester Examination (Online) March 2021

MBA[1stSemester]

Subject Name: **BUSINESS COMMUNICATION**

MM: 75

Subject Code: **MBA-FG-102**

Time: 03Hours

Email Id of the Examiner: refiawiquar@gmail.com

Email Id of the Assistant Superintendent of Exams:mba1march2021@gmail.com

Email Id of Dean: deanmanagement@jamiahamdard.ac.in

Note:

- Students have to submit the **Scannedhand writtensolution**sto the Examiner, Assistant Superintendent of Examination and Dean on the email ids as mentioned above.
- Students shall use **ruled white paper & blue ink** to write the solution. Each page must have a **serial number and the signature** of the student.
- An additional ½ an hour will be given to the examinees to scan the answer sheets, convert it into single PDF and upload it on the id's given on the question papers.
- If any two copies are found to be similar then both the copies shall be cancelled. Such students will be considered/ tried for unfair means.
- The attachedPDFshall be named as follows –
Full Name-Enrollment Number-Course-Semester-Subject Abbreviation(Example: Rabia Shaheen-2017-334-032-MBA-III-QTM)and students shall also mention the same in subject line of the email& his/her answer copy also.
- Answer All Questions, each carry equal marks.

Q1: Write short notes on the following:

(5+5+5)

- a. Job interviews
- b. Written communication
- c. Group discussions

Q2: What is a business report? Explain it with the help of a format. What points should one keep in mind while writing a report?

(15)

Q3: "Communication is an integral part of the human life." Justify this statement. Also, elaborate seven Cs of communication.

(15)

Q4: You have been offered the post of a Finance Manager in Kaizen, which is a reputed company in Japan. Write a letter to the Human Resource Manager and express your interest in accepting the offer. (15)

Q5: "Listening is hearing with thoughtful attention." Discuss. How can one overcome problems involved in listening? (15)