

2308000601040005
EXAMINATION FEBRUARY -MARCH 2024
BACHELOR OF COMMERCE (FIRST SEMESTER)
(NEP & NON NEP)
MDC - BUSINESS & CORPORATE ENGLISH - THEORY AND
PRACTICE- I - LEVEL 4

[Time: As Per Schedule]

[Max. Marks: 50]

Instructions:

1. Fill up strictly the following details on your answer book
 - a. Name of the Examination: **BACHELOR OF COMMERCE (FIRST SEMESTER) (NCF-NEP)**
 - b. Name of the Subject: **MDC BUSINESS & CORPORATE ENGLISH - THEORY AND PRACTICE- I – LEVEL 4**
 - c. Subject Code No: **2308000601040005**
2. Sketch neat and labelled diagram wherever necessary.
3. Figures to the right indicate full marks of the question.
4. All questions are compulsory.

Seat No:

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Student's Signature

Q.1 Answer the following MCQs. (Any 10)

10

1. We are in constant communication with individuals around us through-
 - A) Words
 - B) Our body language
 - C) Para language
 - D) All above
2. -----Occurs when a homogenous message from a person or a group is transmitted to a large anonymous as well as heterogeneous audience through a special medium.
 - A) Interpersonal communication
 - B) Mass communication
 - C) Constant communication
 - D) Verbal communication
3. The characteristics of interpersonal communication are -----
 - A) It is inevitable and intricate
 - B) It is irrevocable
 - C) It is interdependent
 - D) All above
4. The forms of communication are-----
 - A) Oral
 - B) Written
 - C) Non-Verbal
 - D) All above

5. -----is suitable for long, complicated message.
- A) Oral communication
 - B) Written communication
 - C) Mass communication
 - D) Non-verbal communication
6. Oral communication is -----
- A) Speedy
 - B) Receiving immediate feedback
 - C) The most suitable means to establish healthy interpersonal relation
 - D) All above
7. -----refers to as space language.
- A) Kinesics
 - B) Haptics
 - C) Proxemics
 - D) Chronemics
8. Written communication takes place in an organization in the form of ----

- A) Rules and regulations
 - B) Instructions
 - C) Notices, Letters, reports
 - D) All above
9. A piece of written communication can be -----
- A) Kept as a record
 - B) Held responsible for the information passed on
 - C) Helpful in decision making
 - D) All above
10. Non-verbal communication can be classified as -
- A) Kinesics and Haptics
 - B) Proxemics and chronemics
 - C) Paralanguage and sign language
 - D) All above
11. Edward T. Hall presents space language through -----distance.
- A) Public distance
 - B) Personal distance
 - C) Social distance
 - D) All above
12. -----is the signs of touch.
- A) Kinesics
 - B) Haptics
 - C) Proxemics
 - D) Chronemics

- Q.2** Explain the forms of communication. **10**
OR
Explain categories of communication.
- Q.3** Explain the types of barriers to communication? **10**
OR
What is listening? Explain the types of listening.
- Q.4** **Write Short Notes (Any two)** **10**
(A) Principles of communication.
(B) Process of communication
(C) Objectives of business communication
(D) Features of communication
- Q.5** **A) Write dialogue (Any one)** **5**
(1) Between boss and employee about taking leave for a week.
(2) Between boss and employee about increase in salary.
- B) Write dialogue (Any one)** **5**
(1) Between two friends who meet outside the exam hall.
(2) Between two friends discussing on picnic plan.
