**BSCS 205**

**Second Semester B.Sc. (Computer Science)**

**Examination Aug/Sep-2015**

**Business Communication**

**Time:-3Hours Max. Marks: - 80**

**SECTION-A**

**Answer any five questions. (6\*5)**

1. Write a short note on Noise.
2. Differentiate between Committee and Conference.
3. Mention the advantages of Communication.
4. What is Circular Letter?
5. Briefly write about the paragraph on Barriers to Listening.
6. What is Horizontal Communication?
7. Enlist the various types of Business Letters.

**SECTION-B**

**Answer any two questions. (10\*2)**

1. What are the barriers to Communication? How will you overcome these barriers?
2. Discuss the different types of interview in an organization.
3. Describe the Collection of Letter.

**SECTION C**

**Answer any two questions. (15\*2)**

1. Differentiate between Media and Channel in detail.
2. Prepare a speech to be delivered by the Chairman of a firm in the Annual General Body Meeting.
3. Elaborate the techniques of Effective Speech.